User Manual for the Safe System of Work Planning System

Click to View **Summary of changes included in this re-issue**

Manual up-dated to reflect enhancements published 24th November 2006

User Manual Contents.

How to use the System.

Front Page

Next

Points of Principle

You use this software tool **to plan and define the safe system of work arrangement for work to be done on or near the line**.

ONE planned **safe system** of work arrangement **can** contain **several** “MIMS-MST or standard jobs”. (e.g. multiple items of maintenance spread along several hundred yards, on either side of or on the running line). It can also be for a single job at a single location.

This system is used to plan;

- **green or red zone working** arrangements involving the Signaller granting a blockage of the line, or lines, **using** a **non-disruptive T12 or T2**,
- **green zone fenced** or **separated** working arrangements not involving the Signaller.
- **red zone** working arrangements
- **T4 arrangements** supporting **green** or **red zone** systems

You **do NOT** need to separately **input** applications **onto GZAC**. This system **automatically interfaces** with the **GZAC** (Green Zone Planner) system

You can plan for **multiple use repetitive cycle plans OR a single use plan** safe system arrangements through this system.

Anybody can view this system or print documents from it however **ONLY authorised users can input, edit, verify, delete or copy** a planned safe system of work.

Once fully implemented this system **replaces** the various in-house Maintenance “Rimini” systems currently in use across the network which will subsequently be removed.

Next

Points of Principle

Many details manually input to this system will **appear in the COSS/3181** documents issued to the COSS. Other details are held in the system (for example the reasons for level selected, justification Appendix B etc) and do NOT need to be printed and issued.

Throughout the system the term COSS is used – as in the rule book COSS can also be IWA under appropriate conditions. The **documentation issued** for use at site is **the same** whether it will be given to a COSS or an IWA.

The **"COSS Pack"** of part completed documentation showing the planned safe system of work to be provided to the COSS, or IWA, to comply with NR/SP/OHS/019 **is the** RT9909 (**COSS form**) supported, where applicable, by an **RT3181** (for a T2 a T12). Also, for a T12 -if there are points involved, or there are more than two running lines at site – a site diagram.

Information, such as the factors considered in arriving at the planned arrangement (completed Appendix B, or equivalent), Method Statements, Risk Assessments, full Hazard Directory extract, Signalling diagrams, Local Hospital details etc do **NOT form a part of the "COSS Pack".**

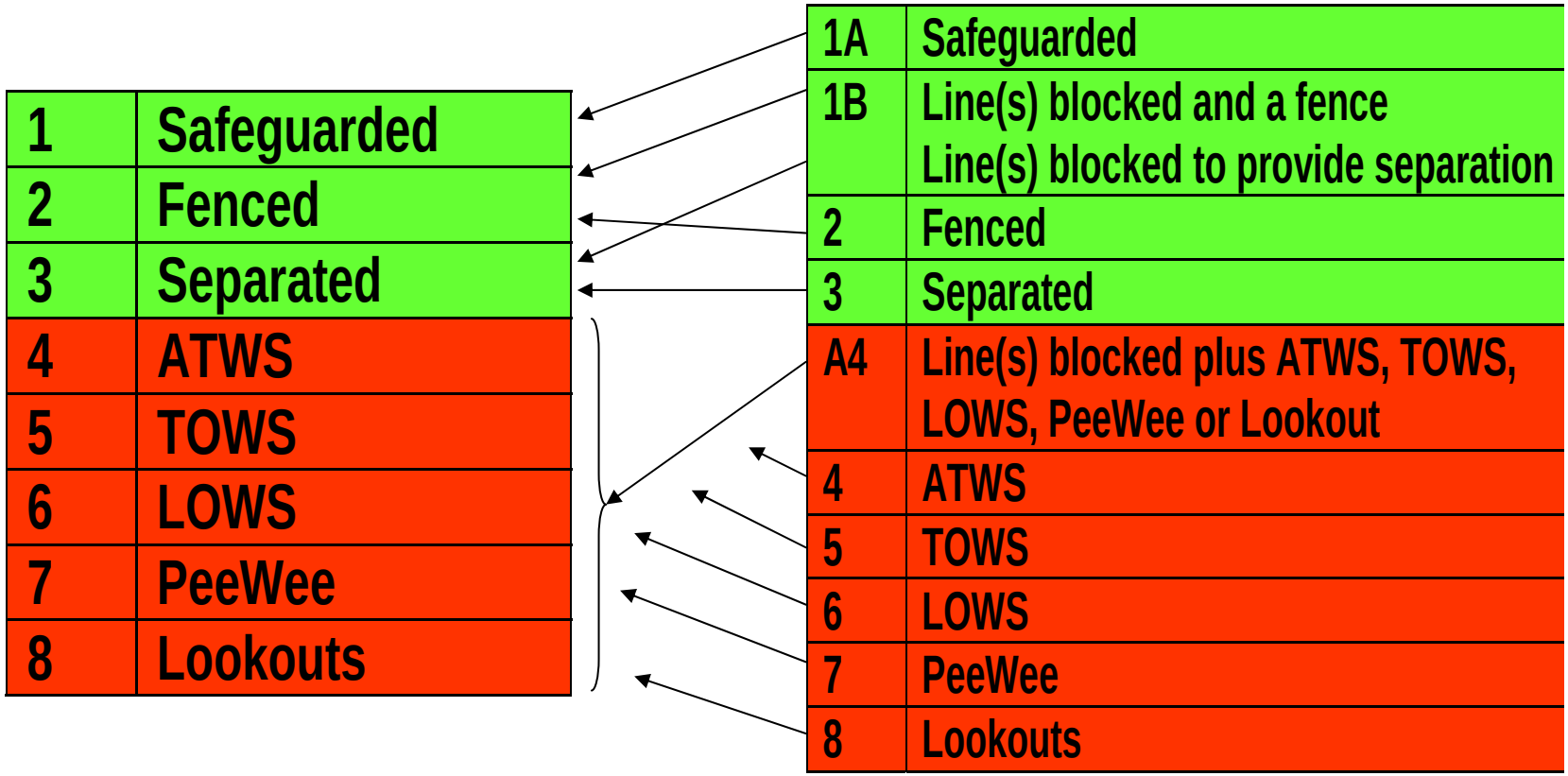
Staff should be **aware** of the **contents** of such documents as part of a safety management / safety briefing regime however, they do not have to be issued with each "COSS Pack".

This system does **NOT** make **applications** for **T3 or T2** items published in the WON – these must still be made via PPS – **but SSOWPS can be used to generate COSS & RT3181 documents**

Illustrations of planned arrangements

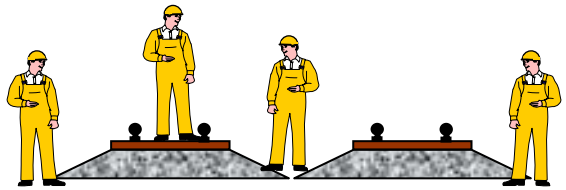
There are **8-levels in** the **NR/SP/OHS/019 hierarchy** (Shown below)

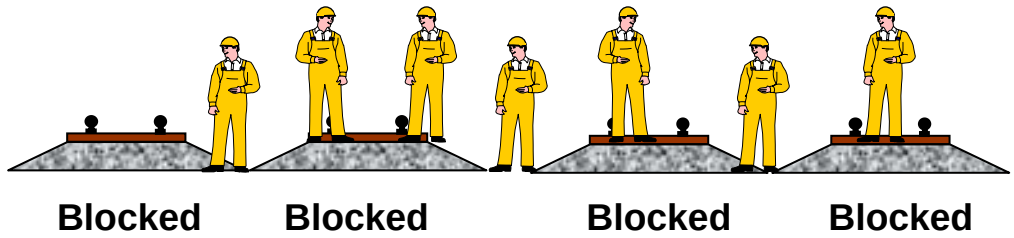
There are **variations** in the planning system **to fully define each**. (these are NOT new levels)



1A Safeguarded Green Zone illustrations

- **ALL** lines at site **MUST** be **blocked** by T2 or T12, **none can be open**



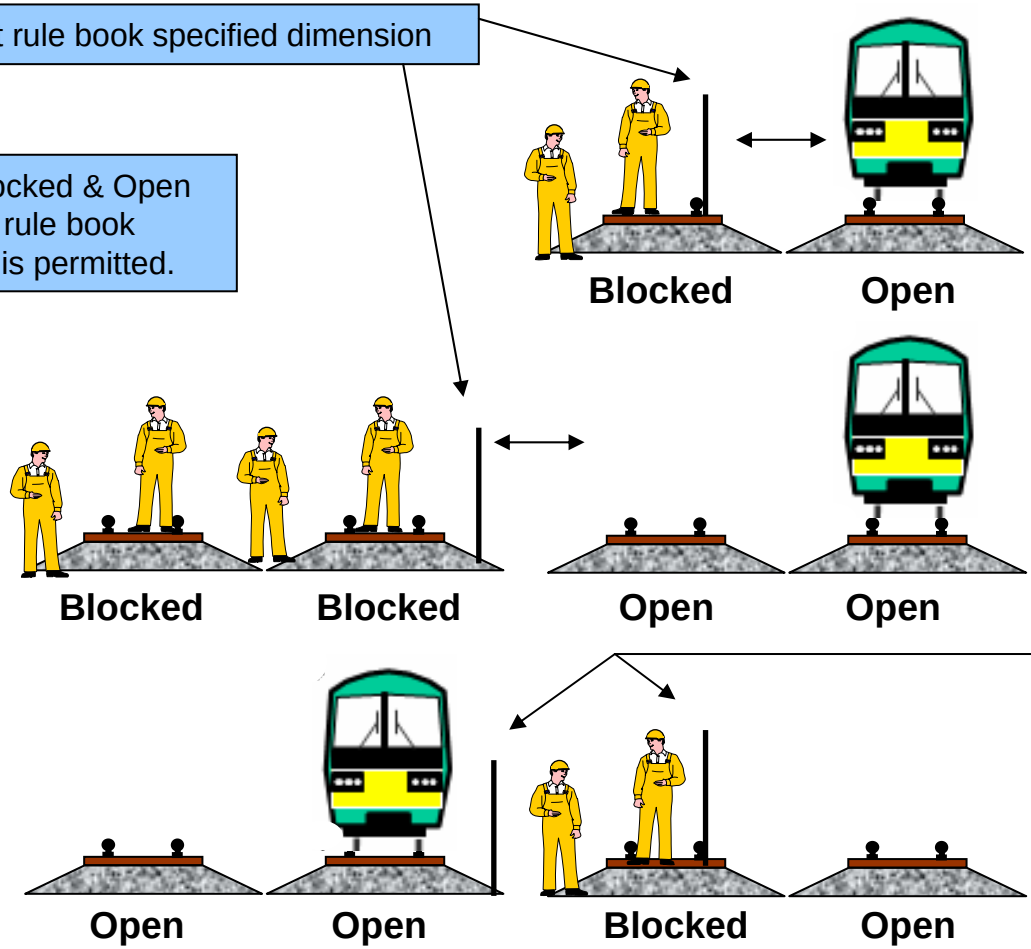


1B One or more lines blocked + a Fence Green Zone illustrations

- At **least** one line is **blocked**, **plus fencing** is provided – and Site Wardens if required

Fence at rule book specified dimension

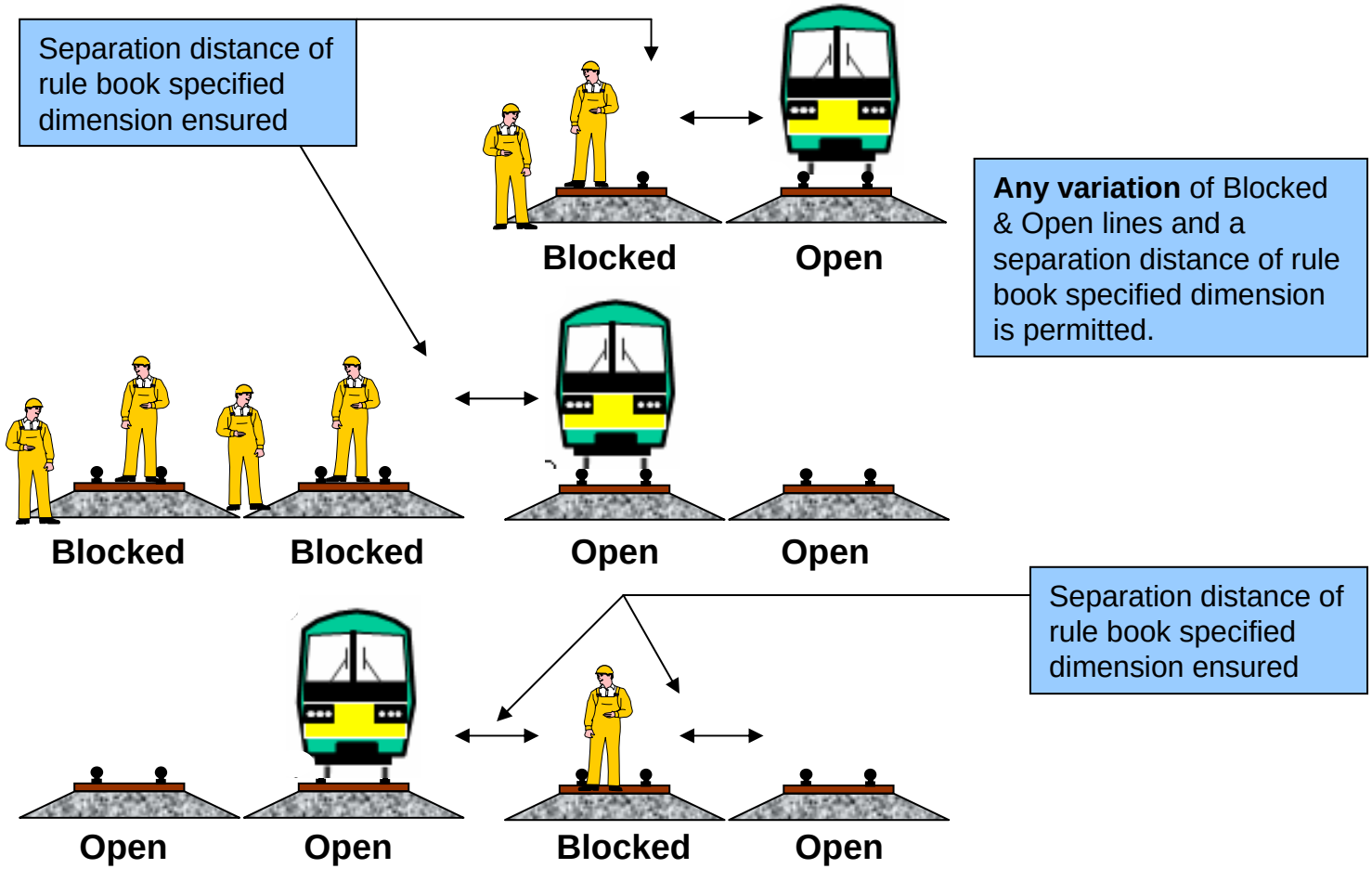
Any variation of Blocked & Open lines plus a fence at rule book specified dimension is permitted.



Fencing at rule book specified dimension

1B One or more lines blocked to give Separated Green Zone illustrations

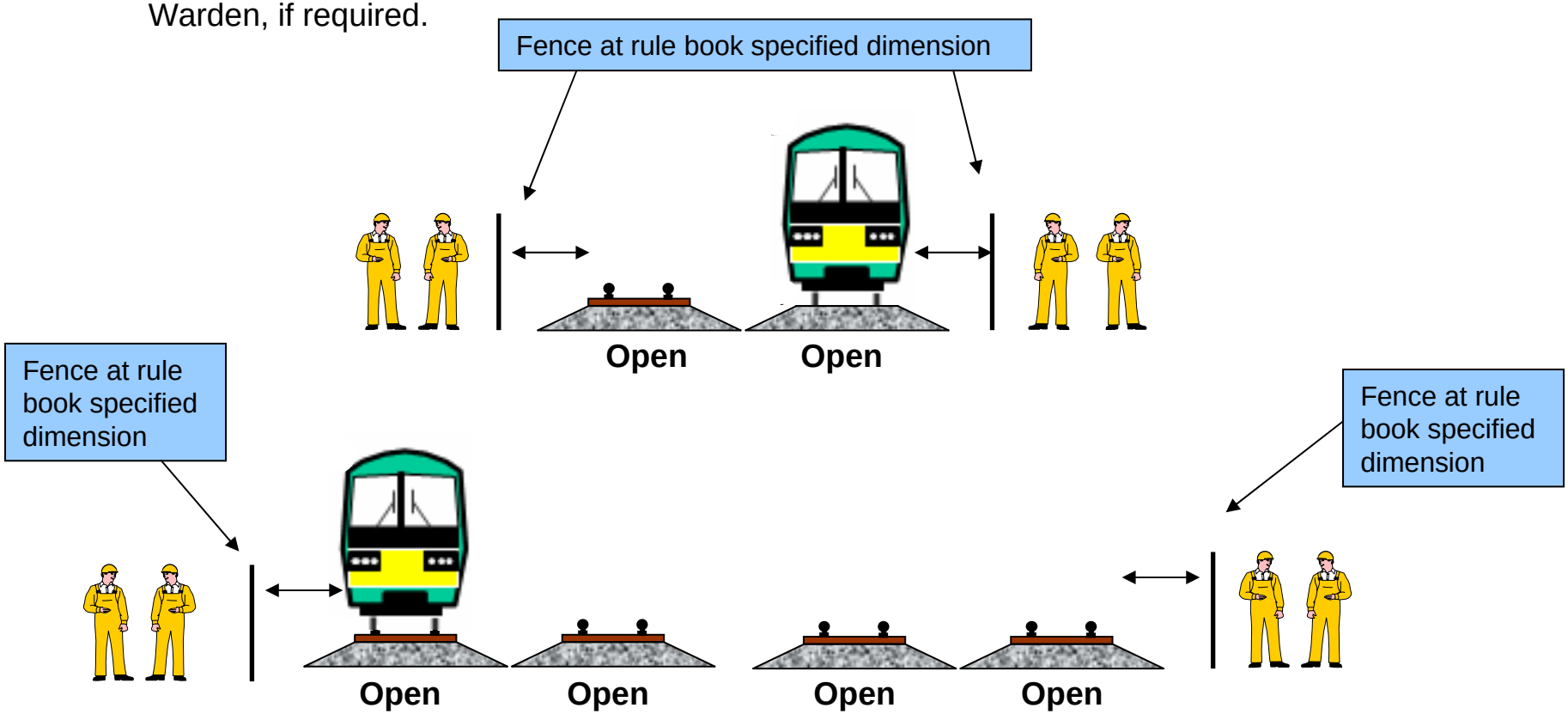
- At **least** one line is **blocked**, **and a separation distance** provided – and Site Wardens if required



2 Fenced Green Zone illustrations

(no lines blocked)

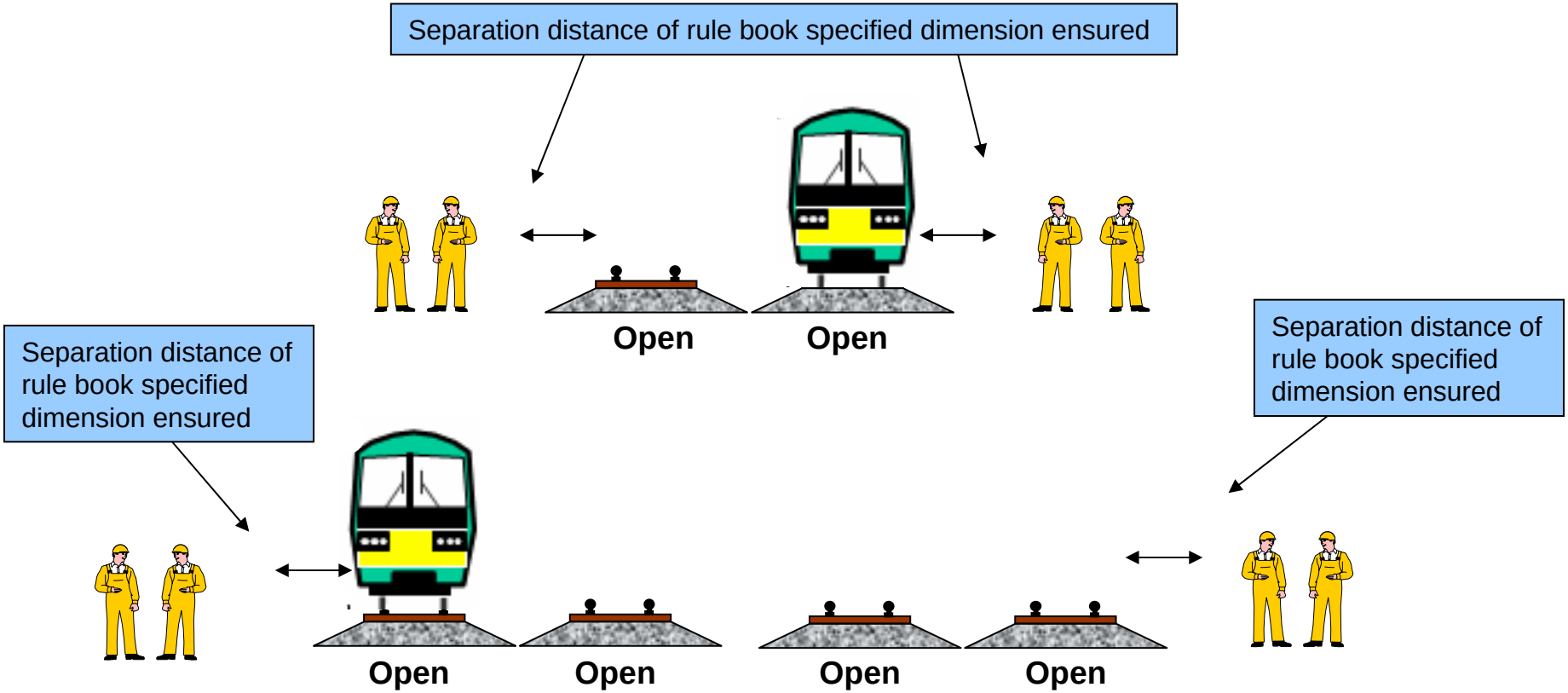
- **Fencing** of the required construction, erected to rule book defined dimensions – plus Site Warden, if required.



3 Separated Green Zone illustrations

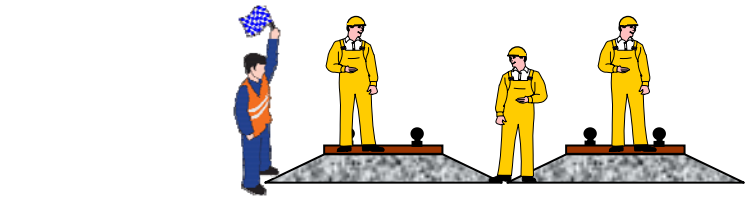
(no lines blocked)

- A **separation distance** as defined by the rule book – plus Site Wardens, if required

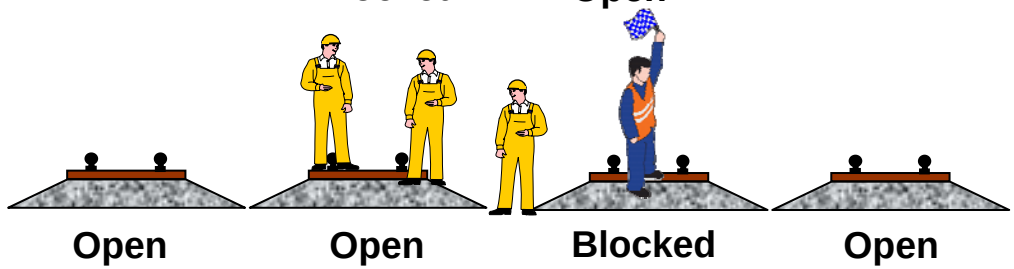


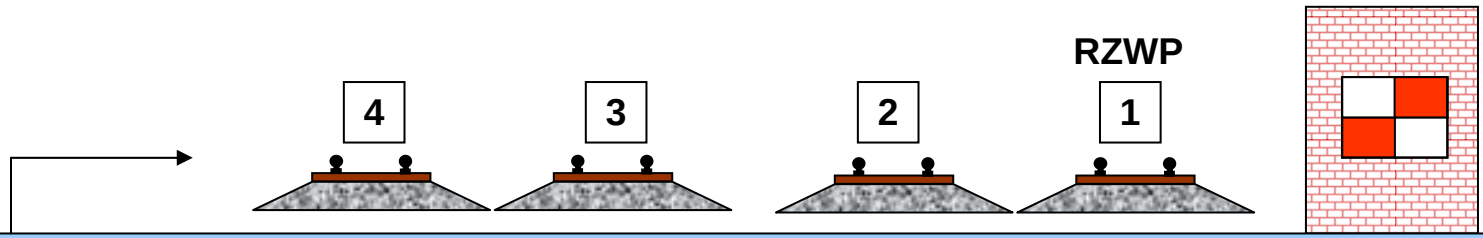
A4 One or more lines blocked as a position of safety Red Zone illustrations

- **At least one line blocked** to provide a **position of safety** for staff to move into – **with warning** of approaching trains given by either ATWS, TOWS, LOWS, Pee-Wee or Lookouts.
- When warning is given staff **immediately** move to the position of safety - which can be the four foot of the blocked line.



Any variation of Blocked & Open lines is permitted.



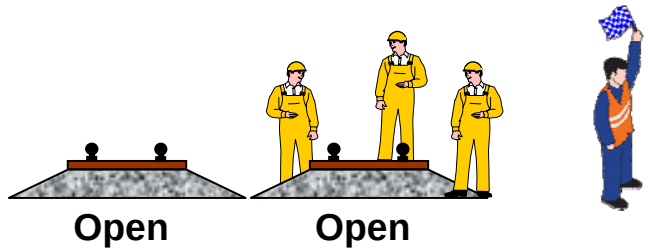


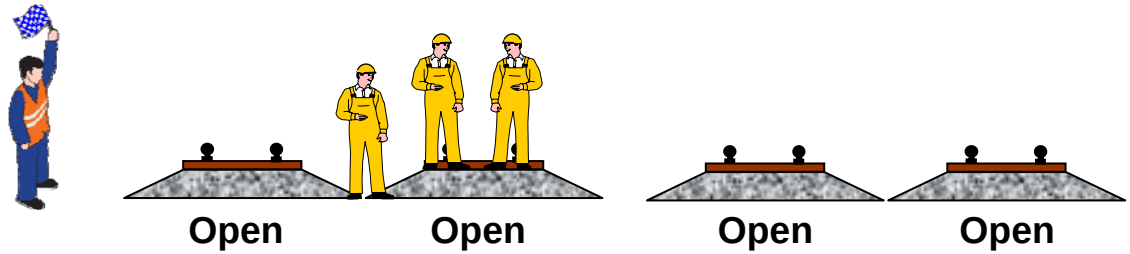
In this scenario – under normal conditions **Line 1 is Red Zone Working Prohibited** (no position of safety to the right & need cross 3 open lines to safety in the cess). However by **Blocking either Line 1, 2 or 3** the reason for the RZWP is temporarily removed so a **red zone system could** be set up using the 4 ft of the blocked line as the position of safety

Next

4-8 All Red Zone illustrations

- **ALL lines are Open to trains**.
- When the **warning** is **received** from the ATWS, TOWS, LOWS, PeeWee or Lookout, as appropriate, that a train is approaching ALL **staff immediately** move into the designated position of safety.





Back to Contents page

Next

Guidance on submitting a planned safe system

ONLY plans which have their status shown in the “Status Column” as either **Auto-accepted, Accepted** or **With-changes** are **valid to print & issue for** use at site.

Plans involving **T12 or T2 applications (that is plans to levels 1A, 1B or A4)** must be input to the system by, at the latest, **11.50 hours the day before** the planned date of the work. These items **are NOT valid to be used until** the GZAC has **processed & accepted** the application.

Plans which do NOT involve the Signaller as part of the safe system arrangements **(that is plans to levels 2, 3, 4, 5, 6, 7 & 8)** can be used **immediately** after being input.

T12 & T2 plans can only be used on the **date/time shown** on them, unless specific arrangements have been made through the Signaller or GZAC to re-date them to a subsequent day.

Plans not involving the **Signaller can** be used on a **different date BUT the time frame must be the same**

For example – you can use a Monday plan on a Tuesday but you can NOT use a daylight hours plan during the hours of darkness or a red zone plan at a time when there are a lot of trains as a red zone plan when there are few trains, or a weekday plan on a weekend.

Guidance on submitting a planned safe system

When a plan, or series of plans is submitted the planned dates of work within the **first month** are automatically **verified**. Dates after the first month MUST be verified later in the process by the planner. (Think in terms of a “pay as you go” mobile – only for planning, when you check a cyclic plan & verify it you get 32 days “credit” ahead for that plan)

This is so the planner has the opportunity to confirm that the Sectional Appendix or Hazard Directory contents have not changed – and any change invalidated the accuracy of the plan (line speed increase, new red zone working prohibition etc)

Plans must contain details relevant to the work being carried out - **state** the **lines** at site which **affect** the planned **safe system** of work arrangement or **access** across/beside lines to reach the site of work should be input to the system.

Lines at site which do **not affect** site **safety** arrangements need **not** be **stated** (for example if there are 8 running lines at site and access is from the down cess with the work is in the down cess and the limit of the work site is defined by the cess rail – there is no need to state the other 7 running lines)

Next

Guidance on Submitting a Planned Safe System

Reference should be made to the **Sectional Appendix** and **Signal Diagrams** to ensure the accuracy of the input details (names of lines, protecting signal numbers, point numbers etc), **Hazard Directory** to identify Red Zone Working Prohibited locations, restricted sighting etc and to the **Green Zone Guide** to determine the availability of green zones **BEFORE** inputting any plan.

Reference should be made to the **Weekly Operating Notices** (WON) to ensure that any non-disruptive application to Block lines does NOT conflict with any existing published items.

Reference should also be made to the system **Bulletin Boards & Search screens** to check that the work you are planning does not conflict with any other plans in the system.

Where there is another plan which may conflict with your plan you should discuss how to resolve this with the other planner (named on the system)

This planning system has many features to ensure that details are input where required and will prevent submission of plans with missing details or which would not comply to the Rule Book however, it can not check that input details are accurate – that is the responsibility of the person doing the planning.

Guidance on Submitting a Planned Safe System

In some areas non-disruptive T2 & T12's for Maintenance inspections/FPL Testing etc have been included & published into the WON as a "standing order" in Section C or D.

In other areas non-disruptive T2 & T12's for Maintenance inspections/FPL Testing etc have been agreed and documented with the Signallers as "Box Arrangements" or "Blue Forms".

In the circumstances above, so visibility of all planned work is achieved in the system AND so that COSS Packs (COSS form & RT3181) can be produced through the system - **the planned arrangements should be entered – using either the T2 WON or T3 protection type drop down option. These plans are now NOT submitted to the GZAC (or to PPS).** There is now no need to endorse the Nature of Work as either (WON-not for Daily List) or (BA-not for Daily List).

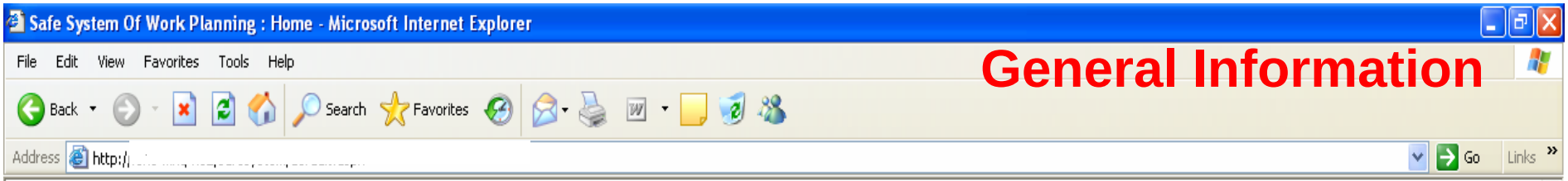
The system can now produce COSS documentation for WON published T3 work – the input plan does not get sent to PPS, it is only to give visibility of work and enable documentation to be produced.

C4

There are many scenarios where the safe system is **mainly a red zone** arrangement (e.g. a routine track patrol) covering a long mileage BUT which include areas which **require a T2 or T12 green zone within them** (to get through a limited visibility curve or across a restricted bridge).

In these cases a red zone can be submitted for the TOTAL mileage, and COSS form produced, but with the description for example "Track Patrol from 1MP to 6MP (including T2 at XX curve). An application must still be made and accepted to obtain the T2/T12 with the RT3181 given to the COSS.

General Information



Network Rail

Request registered planners access

Safe System of Work Planning System

Home | Documentation | Resources | Forms | New User | Feedback

These links take you to the User Manual and other useful documents, hyperlinks to planning reference sources & downloadable forms

System Notices

•

These links run the system and are explained within this manual.

Welcome **04/10/2006**

Please Note: For safety / operational enquiries please contact Colin Lonie. For requests which have been submitted to the GZAC system please ring the GZAC. For system related questions please contact 01904 383466

For Technical Problems (unable to access site) contact the Network Rail IM helpdesk 085 51600 (01270 721600 external)

The Bulletin Boards page allows you to view planned work.

The Search page allows you to search for plans.

The Request page allows you to submit a new plan.

Edit, Verify or Invalidate a Plan. Planners must use this area at regular intervals to confirm their advanced plans.

The Sectional Appendix Table A and associated hazard directory details page allows you to enter a site name to view the relevant page of the Sectional Appendix.

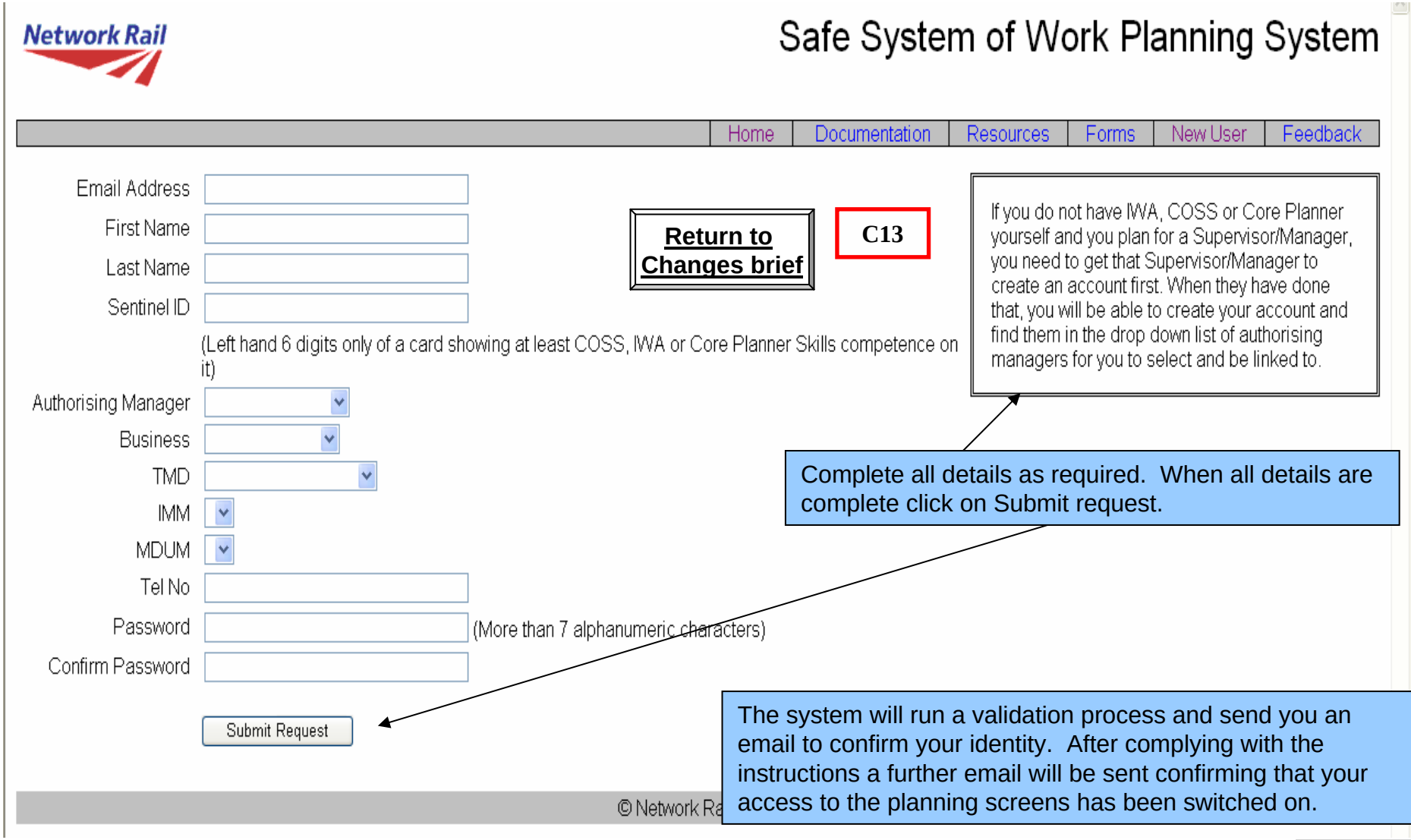
This gives **Sectional Appendix, Table A information only** (it is NOT the full document). There is a separate manual in the Documentation tab above to explain how it works.

Note. **Anybody** with access to a Network Rail computer and Connect **can view, use and print** from the system however **ONLY registered users can input, edit and verify planned safe systems of work**

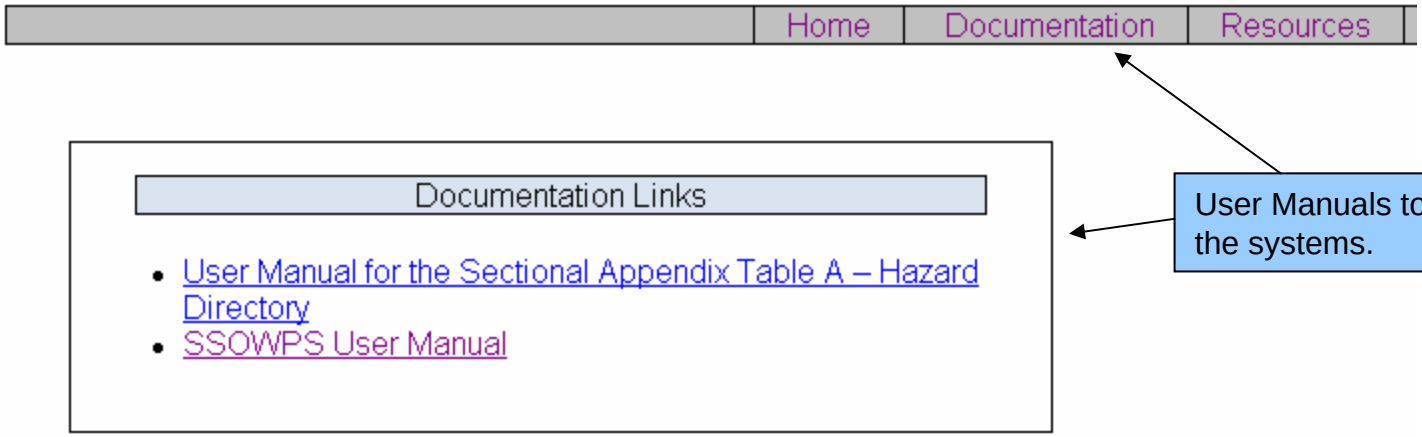
Next

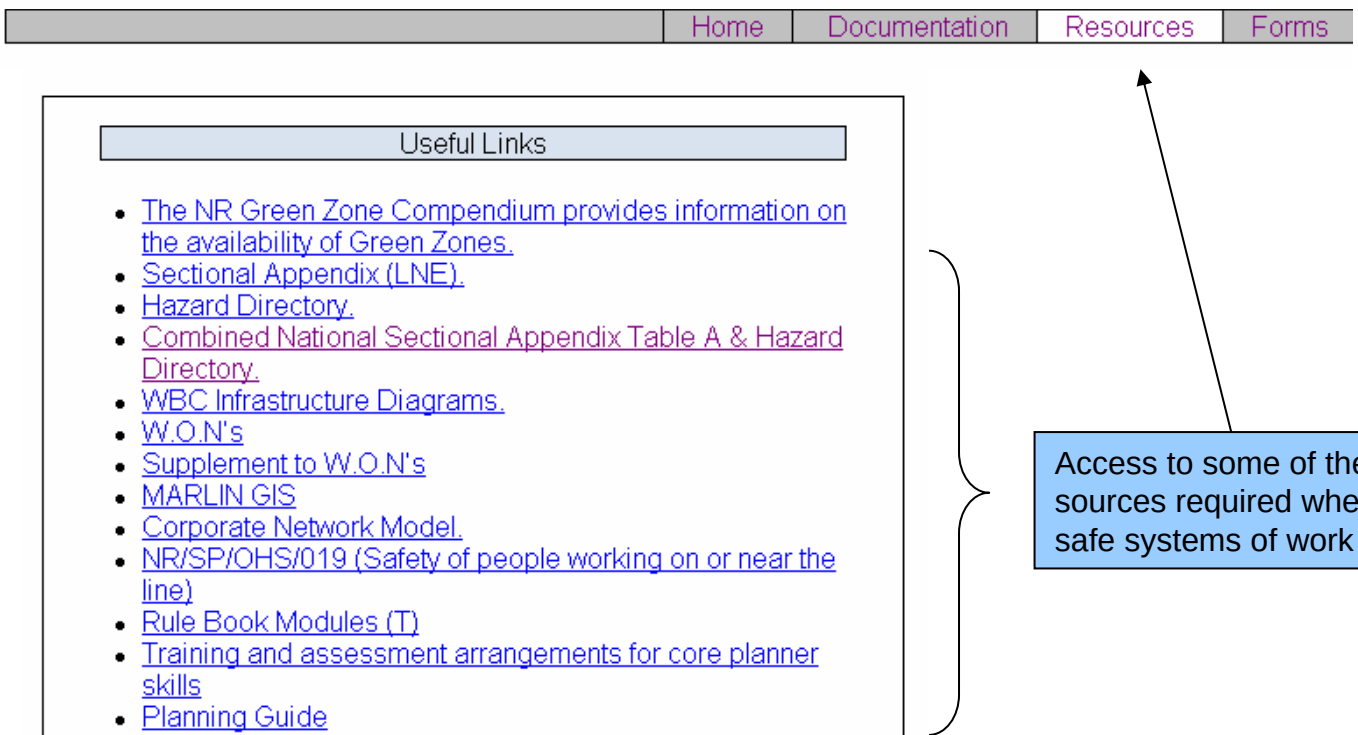
General Information

New User (to input a plan)



General Information





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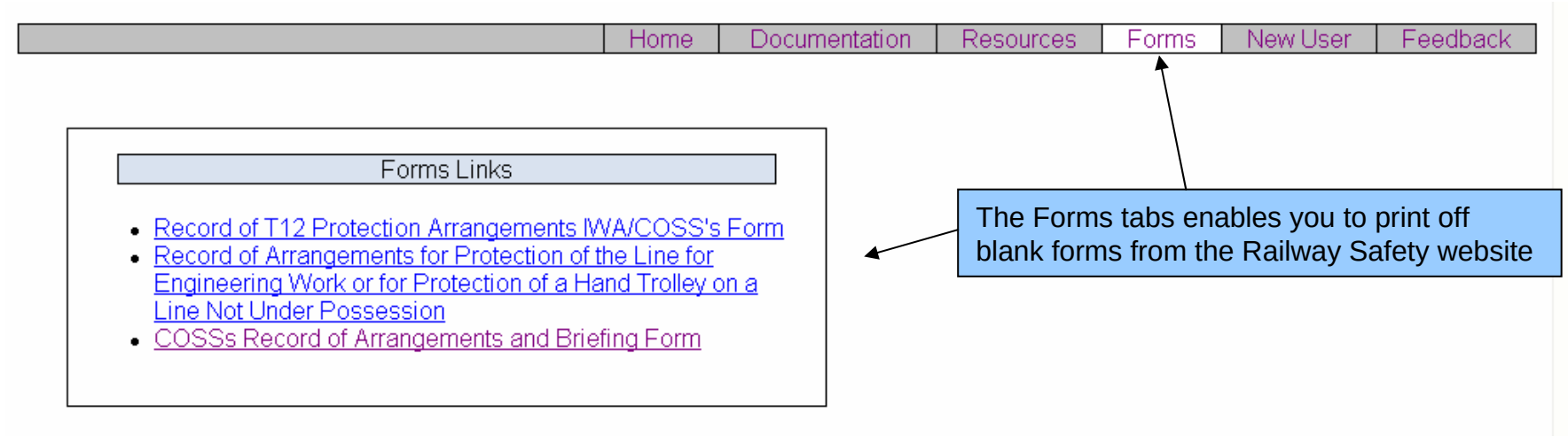
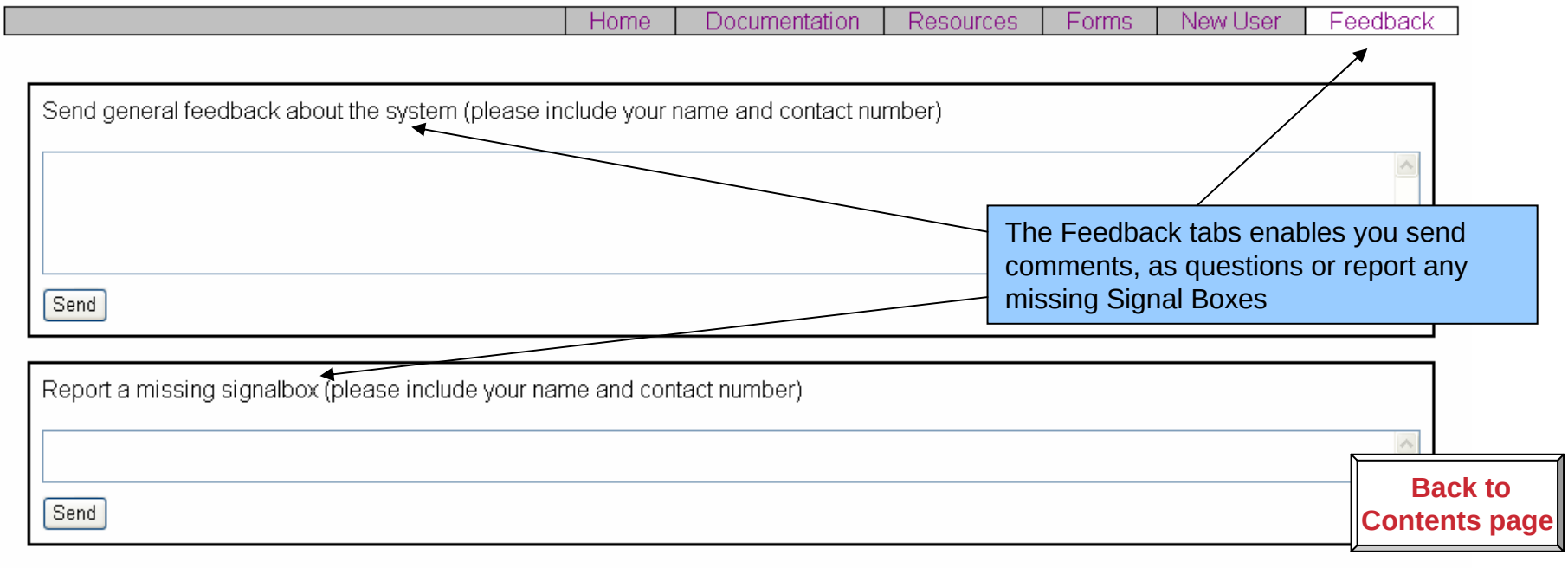
Next

General Information





Next

Safe System of Work Planning System

Inputting a Plan.

Home | Documentation | Resources | Forms | New User | Feedback

Welcome **04/10/2006**

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The Search page allows you to search for plans.

The Request page allows you to submit a new plan.

Edit, Verify or Invalidate a Plan. Planners must use this area at regular intervals to confirm their advanced plans.

The Sectional Appendix Table A and associated hazard direct
enter a site name to view the relevant page of the Sectional Ap

TIP- Press F11 to maximise visible screen size & allow you to see the full planning screen to input details and see the "Next" button without need to scroll down

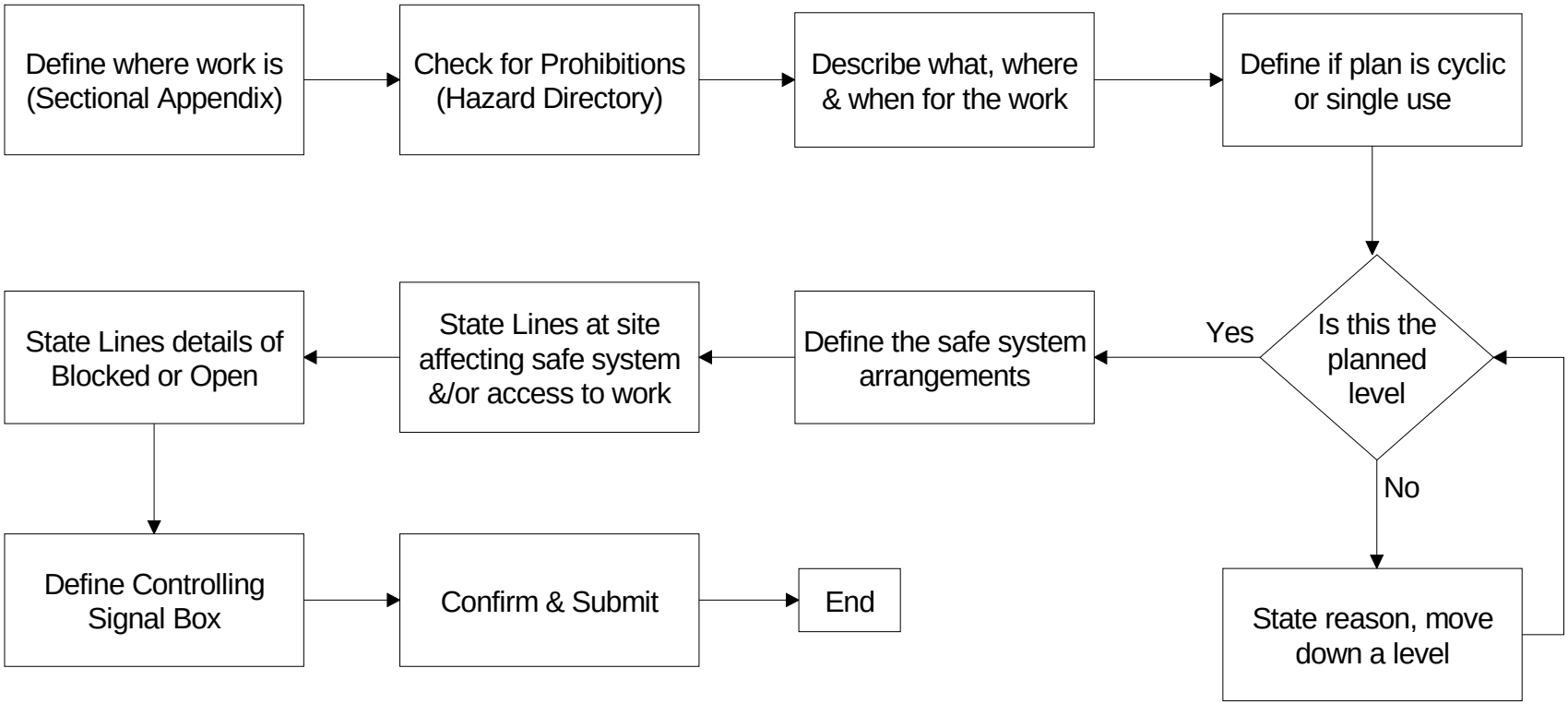
Click on Requests and a Log In screen will appear.

Enter your details and Log In

Inputting a Plan.

This **flow chart shows the steps taken during the inputting of a plan**.

The system will lead you through the planning of a safe system of work process in accordance with the NR/SP/OHS/019 standard, however it is expected that, **before starting to input, decisions will have been** made as to the planned safe system level and reference made to Green Zone Guide, Signalling diagrams etc.



Inputting a Plan.

The system will lead you through the planning of a safe system of work process in accordance with the NR/SP/OHS/019 standard

Safe System of Work Planning System

Home | Documentation | Resources | Forms | New User | Feedback

It starts by asking where the work will take place. **Work** must be **linked** to valid place locations as shown in the **left hand column of the Sectional Appendix, Table A list of locations**.

There are **three separate methods** to search or define where you wish to plan work at - these are explained in the "Sectional Appendix" User Manual shown in the documentation tab. **Click Search** to find matches.

When you have identified & viewed the page of Sectional Appendix the work is on and checked the Hazard Directory details for it which may affect the plan you construct **Click Confirm**.

(Tip – leave the page of Sectional Appendix running in another window so you can refer to it later)

Where do you wish to plan the work at?

Territory [ ] Section [ ] Page [ ]

Location [ ] Search

or ELR [ ]

Location [ ] Search

or Location (Free Text) Kirkcaldy Search

Territory	Location	Table	Section	Part	Page	ELR	Mileage	
Scotland	Kirkcaldy	A	10	0	16	ECN2	25.70	Confirm

By clicking the Confirm button you are recording the fact that you have determined the line speed and noted the hazards at the work site from the details shown on the page selected.

Local Name [ ]

You can state a local name for the specific worksite if the Sectional Appendix (SA) is too vague (e.g. One SA location covering several miles). ALWAYS click "Next" to proceed to the next planning screen.

Next

Next

Inputting a Plan.

Hazard Directory

Tick all of the hazards that apply to this request.

Tick All | Untick all

Previous Page Limit

The system will now show an extract from the hazard directory for the page and ELR being viewed along with hazards off the top and bottom of the page to the next page of Sectional Appendix.

They are ALL switched on **and would be included on page last of the COSS forms**. If the hazards do not affect the plan use the Untick all button to switch all off then **manually select ONLY the hazards for the mileages of the plan being input.**

Selected Page

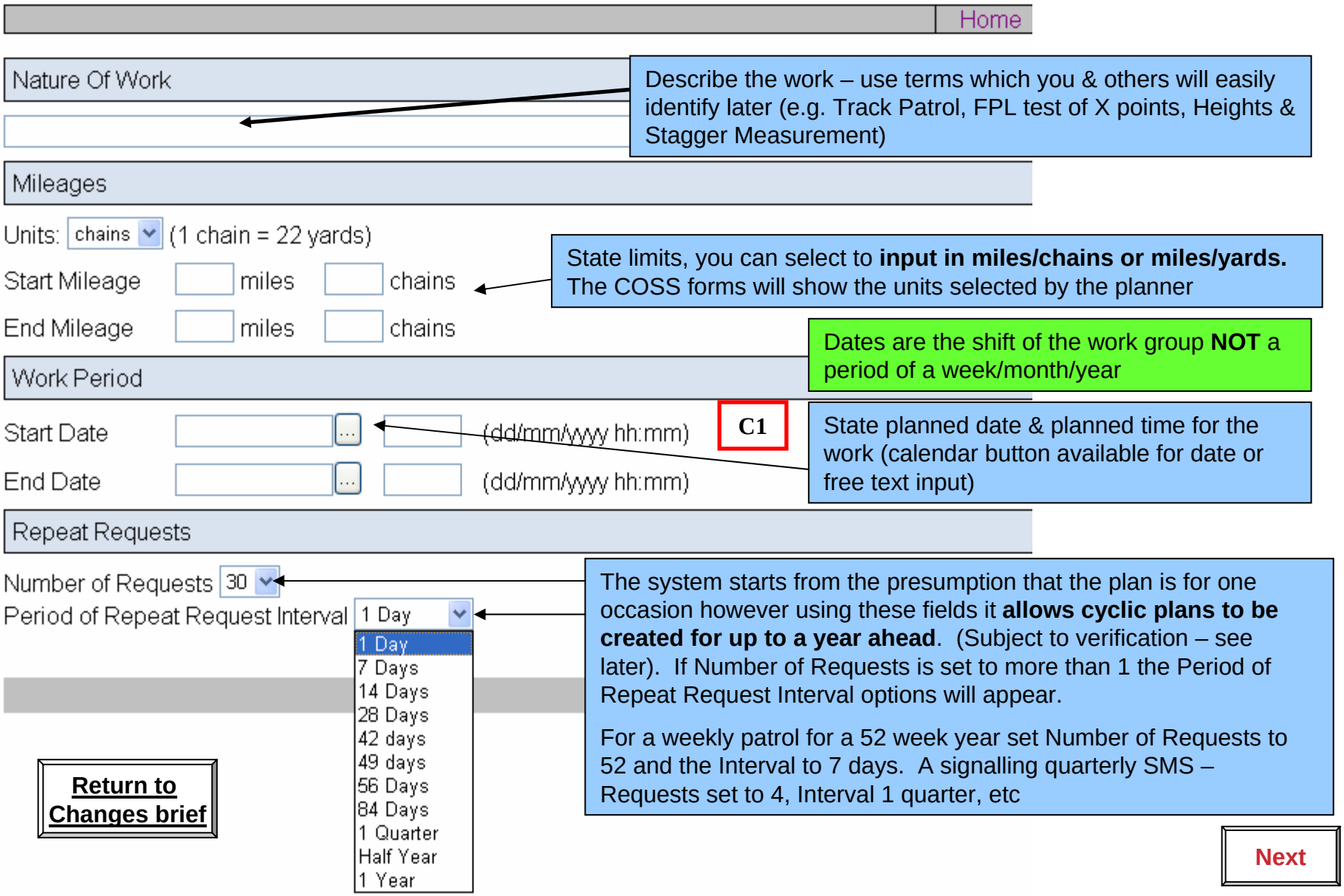
Selected?	Territory	ELR	Location	Hazard	Position	Line	Start Mileage	End Mileage
☑	LNEZ	NEC2	Blaydon Station	Red Zone Working Prohibited			3.1716	4.0128
☑	LNEZ	NEC2	Boat House Crossing	Restricted Sighting			6.0748	6.0880
☑	LNEZ	NEC2	Wylam Station	Restricted Sighting			8.0880	8.1320
☑	LNEZ	NEC2	Prudhoe Station	Red Zone Working Prohibited			10.0969	10.1030
☑	LNEZ	NEC2	Prudhoe Station	Restricted Clearance			10.1056	10.1056

Next Page Limit

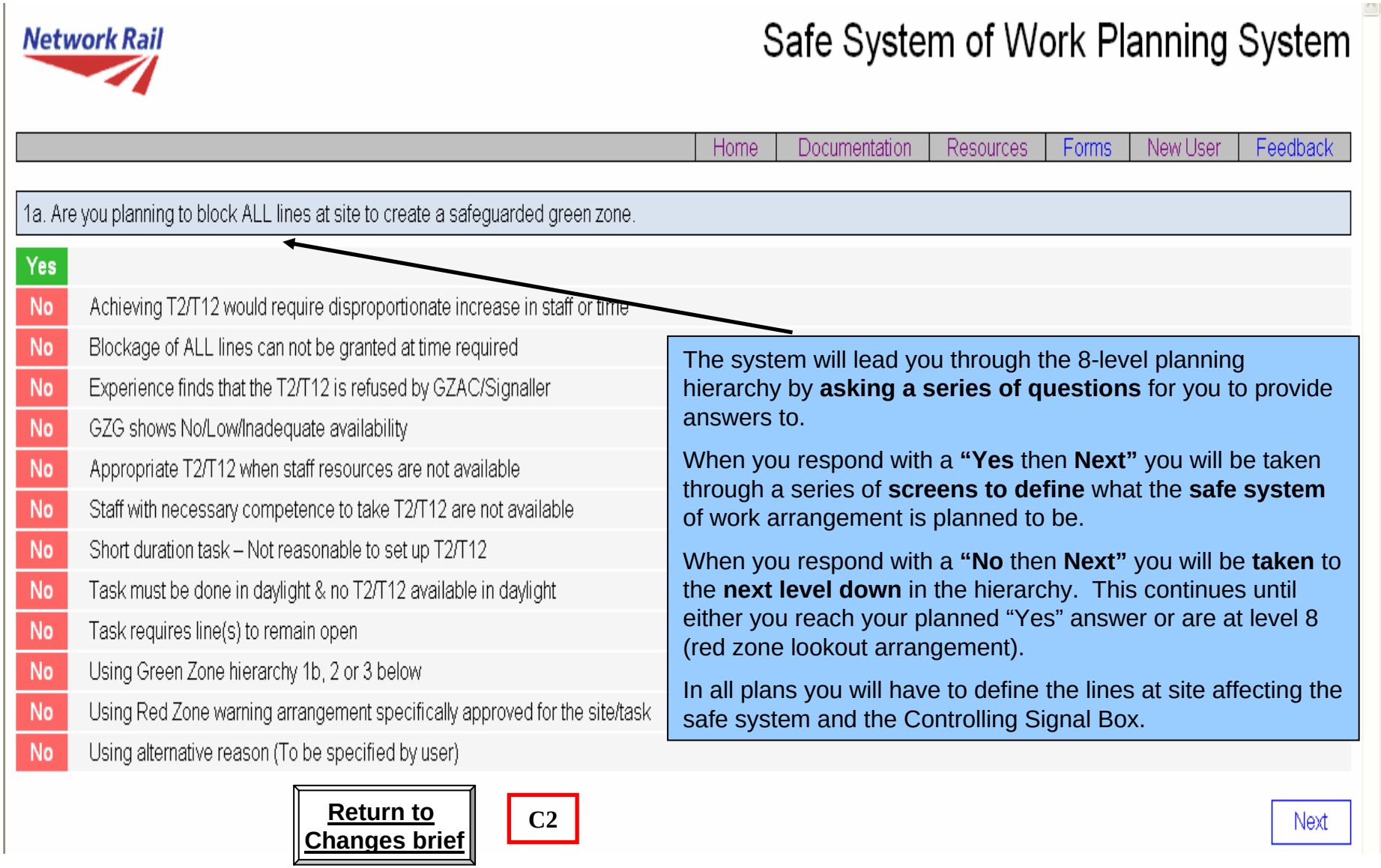
Selected?	Territory	ELR	Location	Hazard	Position	Line	Start Mileage	End Mileage

Next

Inputting a Plan.



Inputting a Plan.



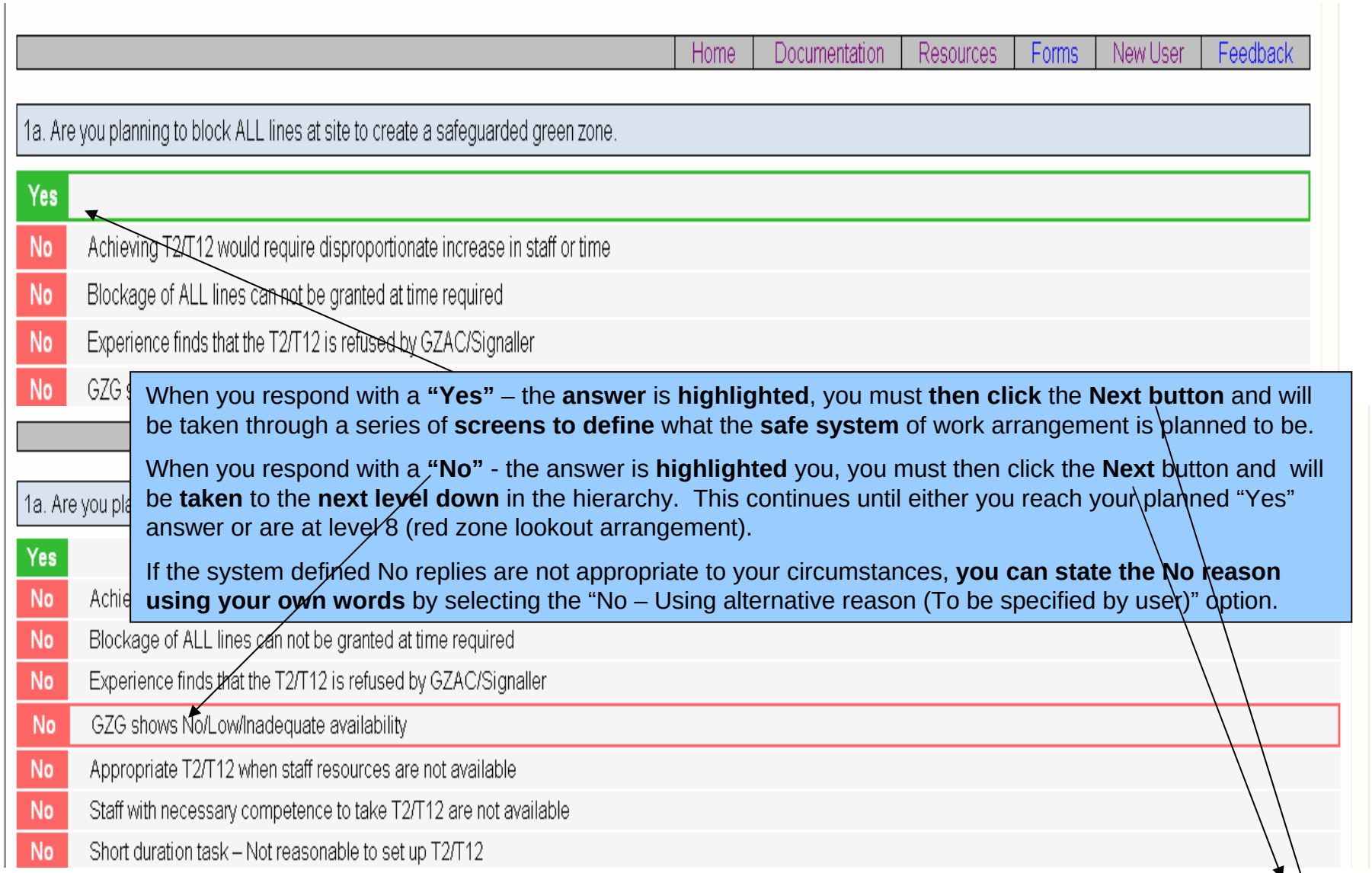
The system will lead you through the 8-level planning hierarchy by **asking a series of questions** for you to provide answers to.

When you respond with a **"Yes** then **Next"** you will be taken through a series of **screens to define** what the **safe system** of work arrangement is planned to be.

When you respond with a **"No** then **Next"** you will be **taken** to the **next level down** in the hierarchy. This continues until either you reach your planned "Yes" answer or are at level 8 (red zone lookout arrangement).

In all plans you will have to define the lines at site affecting the safe system and the Controlling Signal Box.

Inputting a Plan.



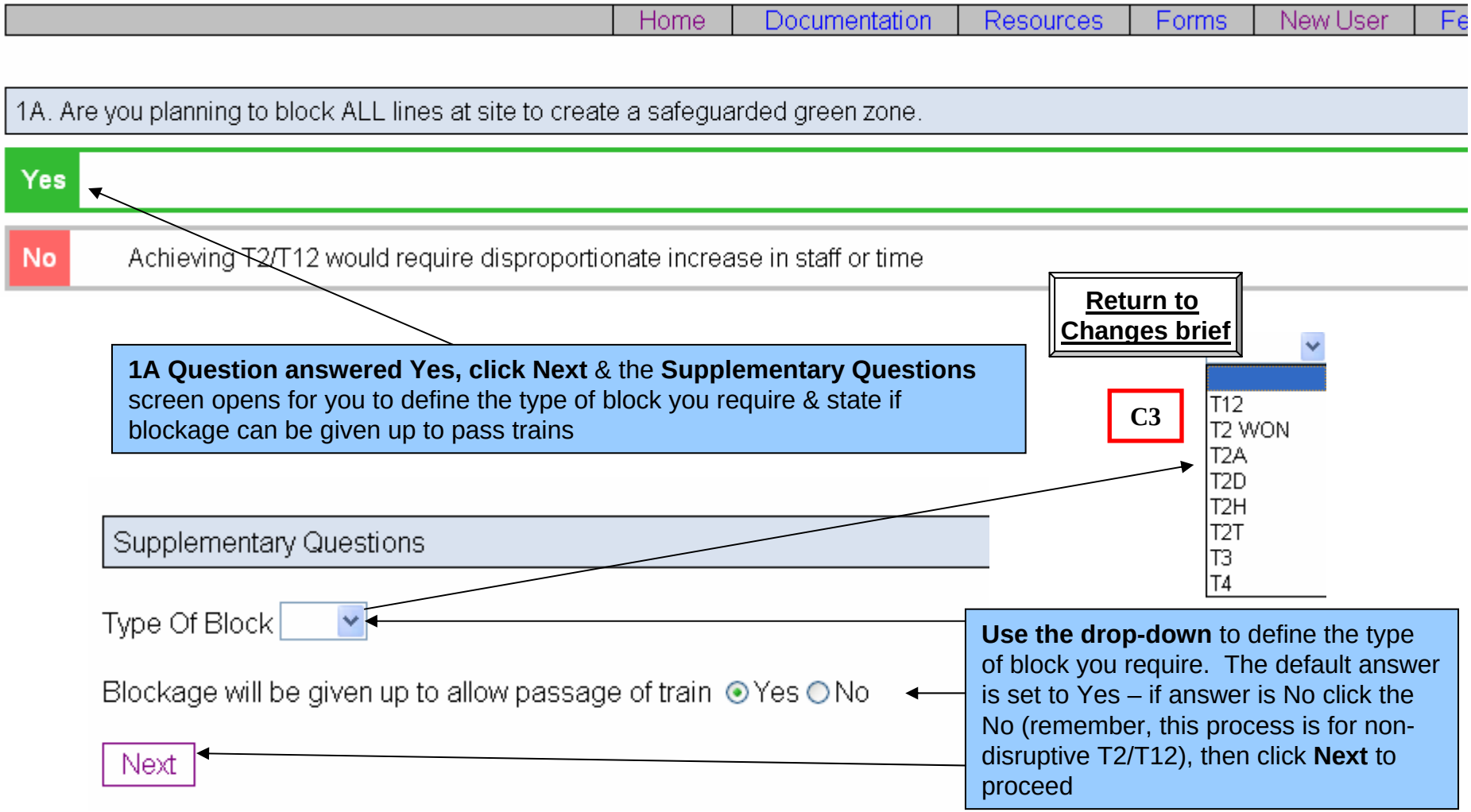
When you respond with a **"Yes"** – the **answer** is **highlighted**, you must **then click** the **Next button** and will be taken through a series of **screens to define** what the **safe system** of work arrangement is planned to be.

When you respond with a **"No"** - the answer is **highlighted** you, you must then click the **Next** button and will be **taken** to the **next level down** in the hierarchy. This continues until either you reach your planned "Yes" answer or are at level 8 (red zone lookout arrangement).

If the system defined No replies are not appropriate to your circumstances, **you can state the No reason using your own words** by selecting the "No – Using alternative reason (To be specified by user)" option.

Next

Inputting a Plan.



Note. Using **T3 or T2 WON** enables COSS forms to be produced, it does NOT apply for the WON item. When planning a T4 the planner must ensure specific arrangements have been made with the person controlling the siding.

Next

Inputting a Plan.

1b. Are you planning to block one or more lines at site to support either a fenced or separated green zone.

Yes	Separated
Yes	Fenced
No	Experience finds that the T2/T12 is refused by GZAC/Signaller
No	GZG shows No/Low/Inadequate availability

1B Question answered Yes, click Next & the **Supplementary Questions** screen opens for you to define the type of block you require & state if blockage can be given up to pass trains

Supplementary Questions

Type Of Block

Blockage will be given up to allow passage of train ◉ Yes ○ No

Fence Type Required

Separation Distance Planned

No Of Site Wardens Required

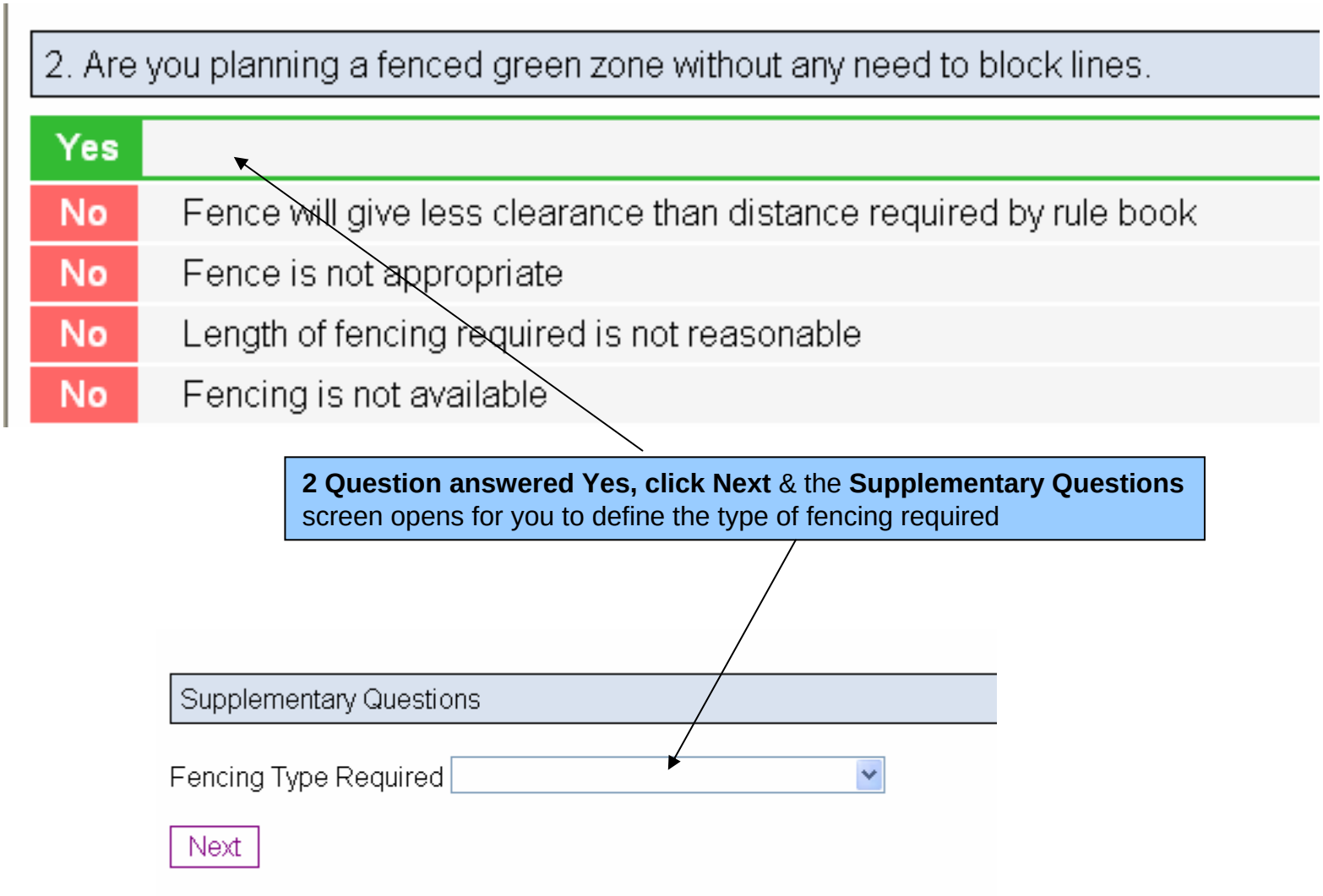
Set all the data fields to describe & define the planned safe system of work arrangement

T12
T2 WON
T2A
T2D
T2H
T2T
T3
T4

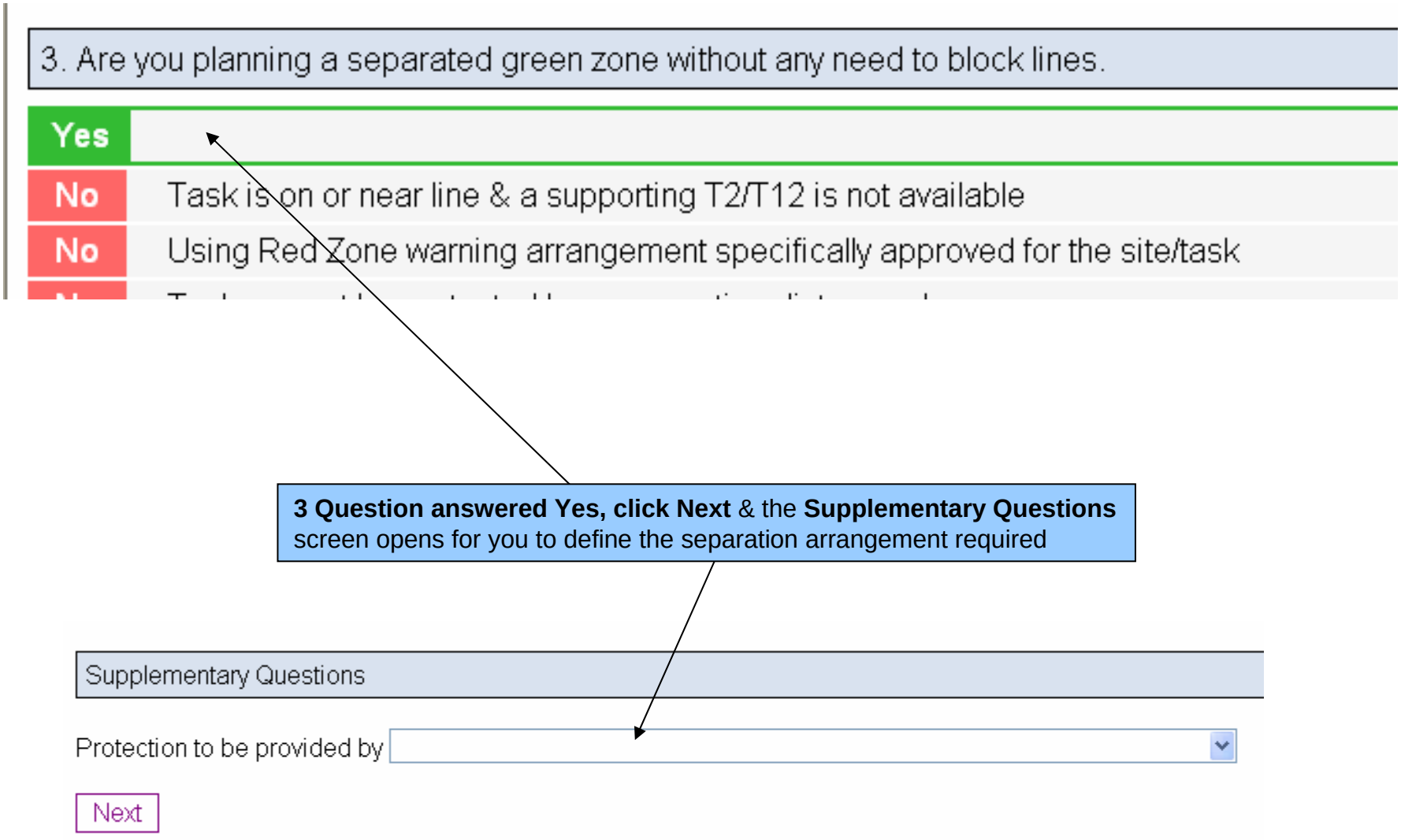
Note. Using **T3 or T2 WON** enables COSS forms to be produced, it does NOT apply for the WON item. When planning a T4 the planner must ensure specific arrangements have been made with the person controlling the siding.

Next

Inputting a Plan.



Inputting a Plan.

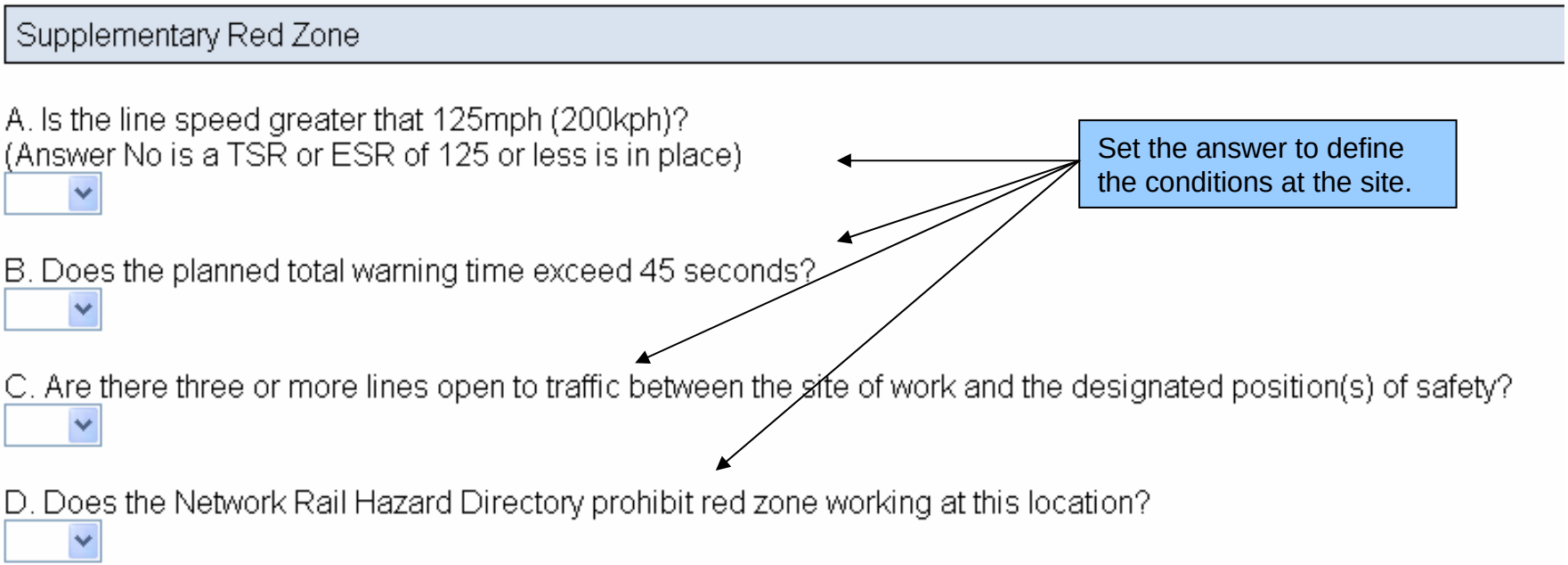


Inputting a Plan.

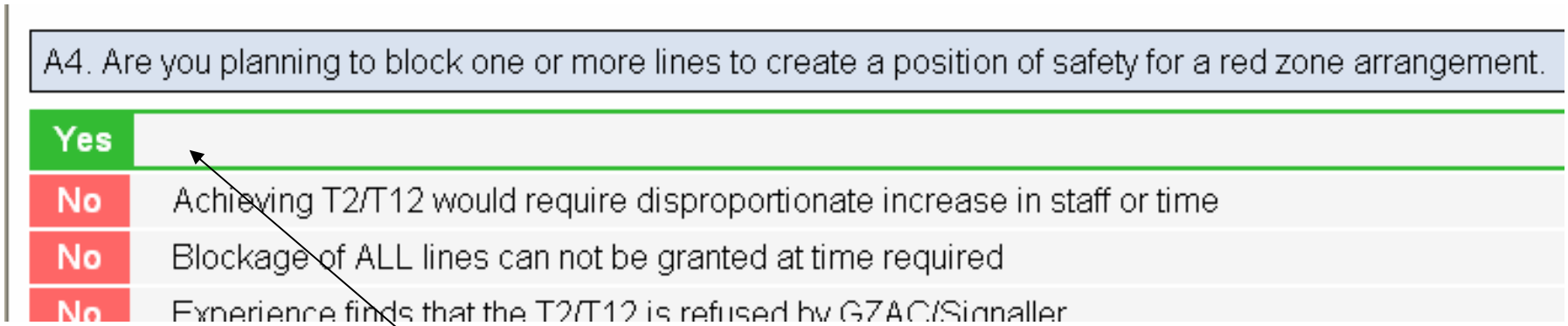
Before moving out of the Green level arrangements you must **answer** these **four questions**.

Depending upon the answers for the site being planned for the system either;

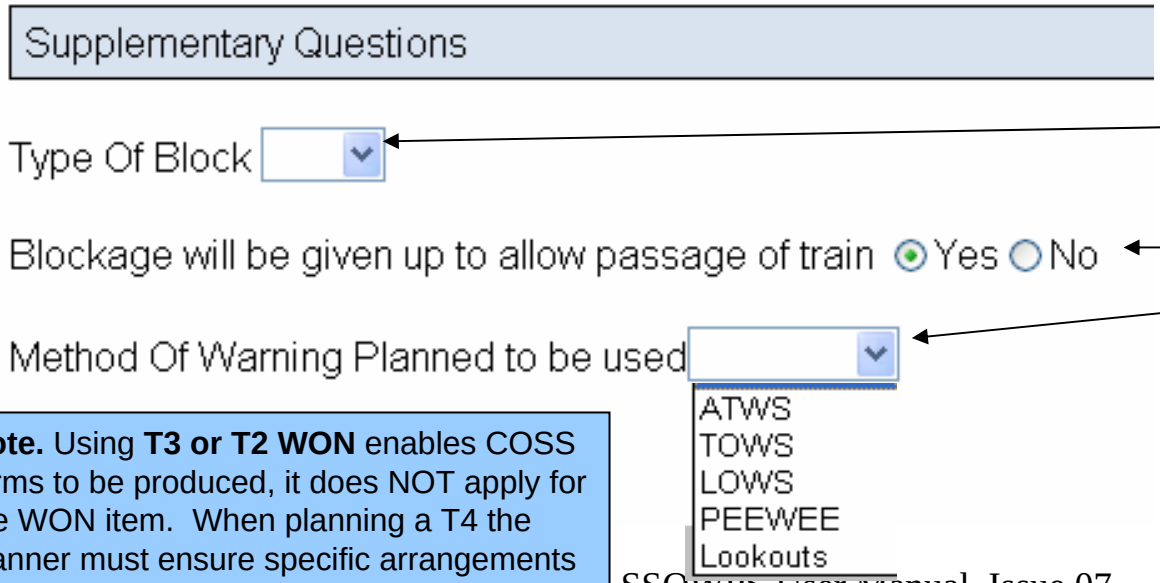
- prevents progress to a red zone arrangement – because the rules do not allow it
- informs you that ONLY level A4 can be used – blocking a line as a position of safety and red zone working
- or allows progress to a red zone arrangement – red zone is acceptable for the conditions stated



Inputting a Plan.



A4 Question answered Yes, click Next & the **Supplementary Questions** screen opens for you to define the type of block you require & state if blockage can be given up to pass trains



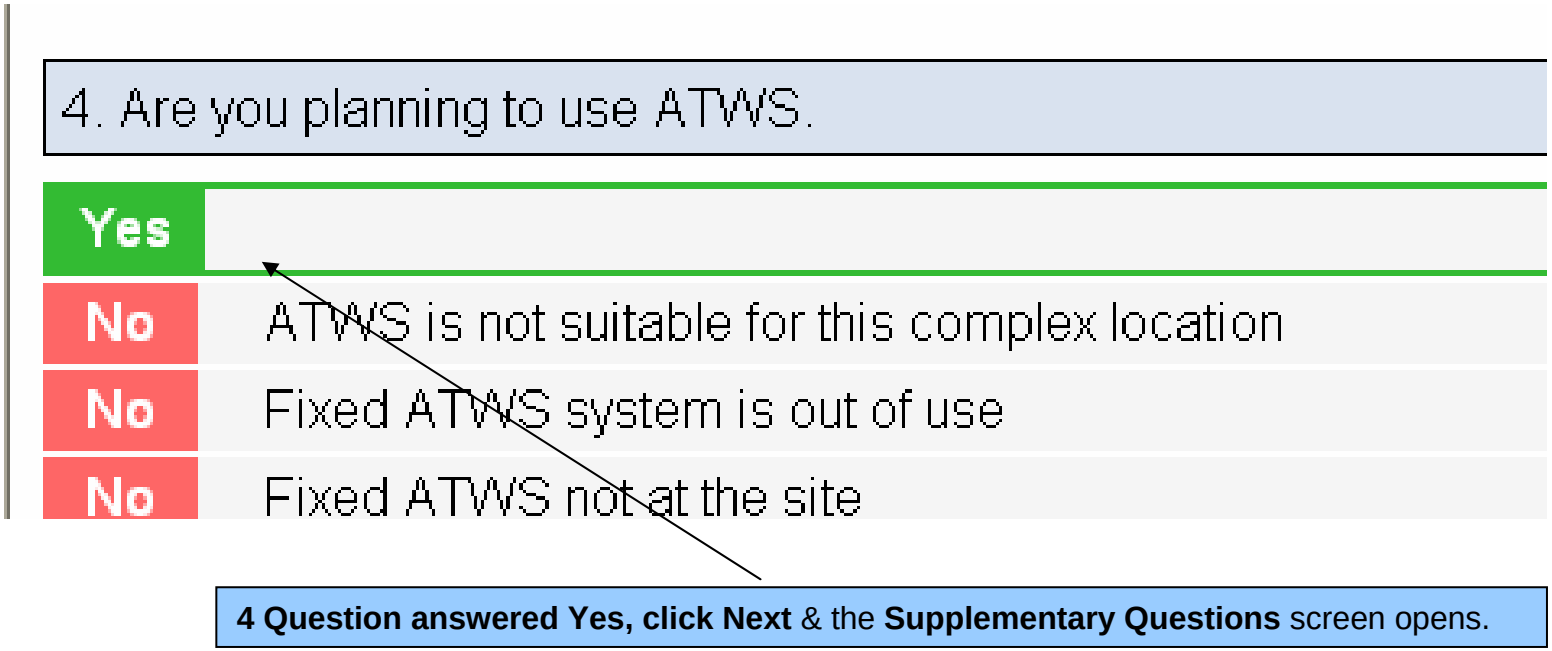
Set all the data fields to describe & define the planned blockage **AND** how warning of approaching trains will be given.

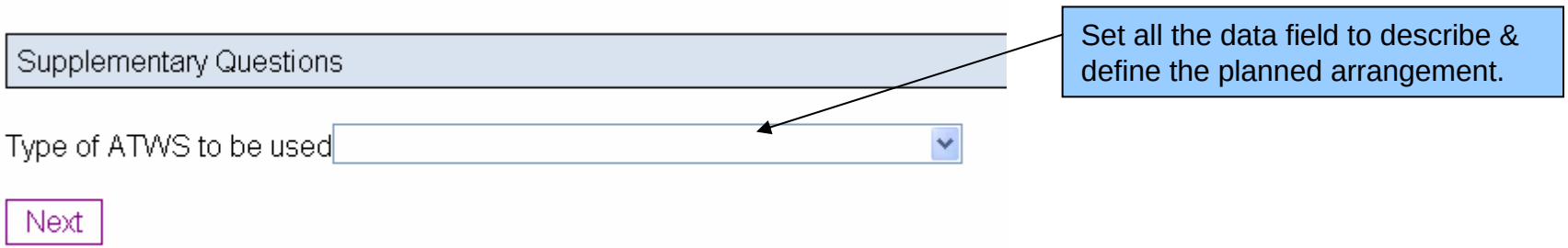
Additional screens will appear to more fully describe the planned arrangement.

Note. Using **T3 or T2 WON** enables COSS forms to be produced, it does NOT apply for the WON item. When planning a T4 the planner must ensure specific arrangements have been made with the person controlling the siding.

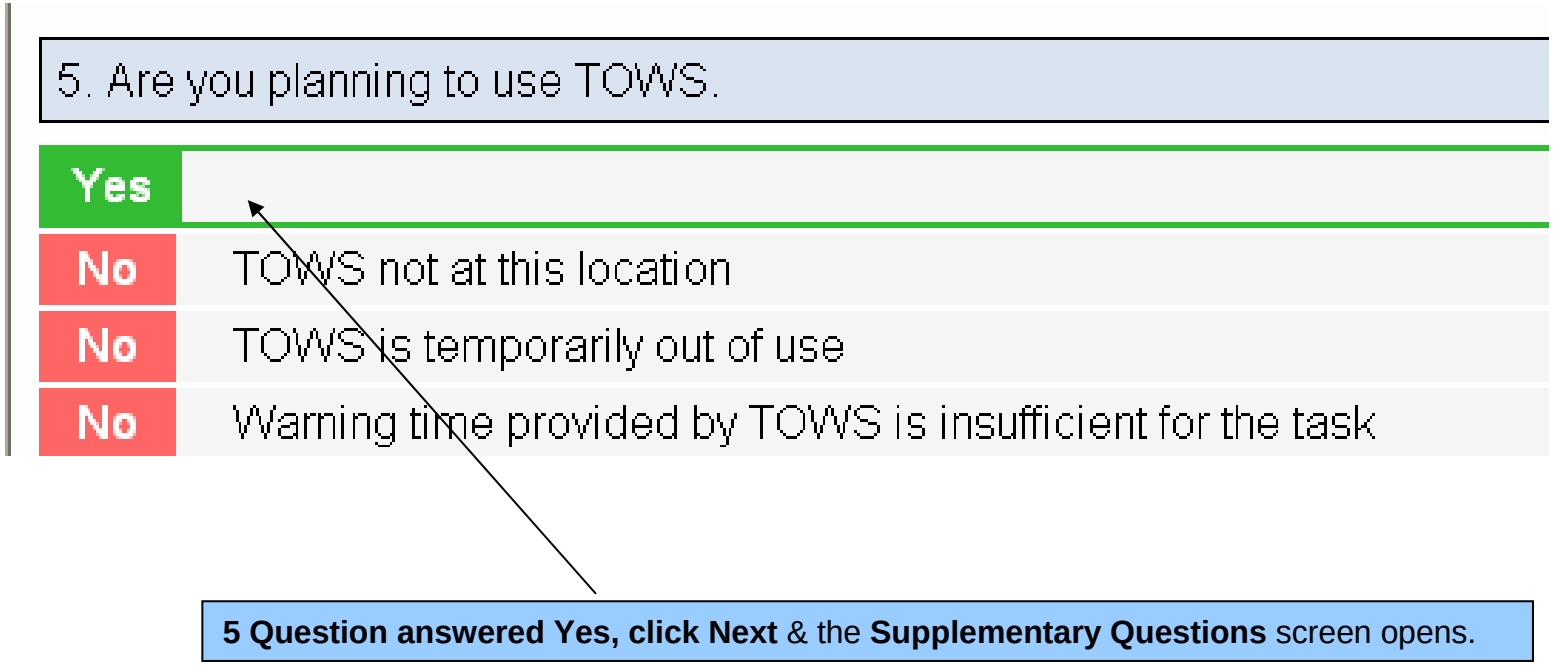
Next

Inputting a Plan.

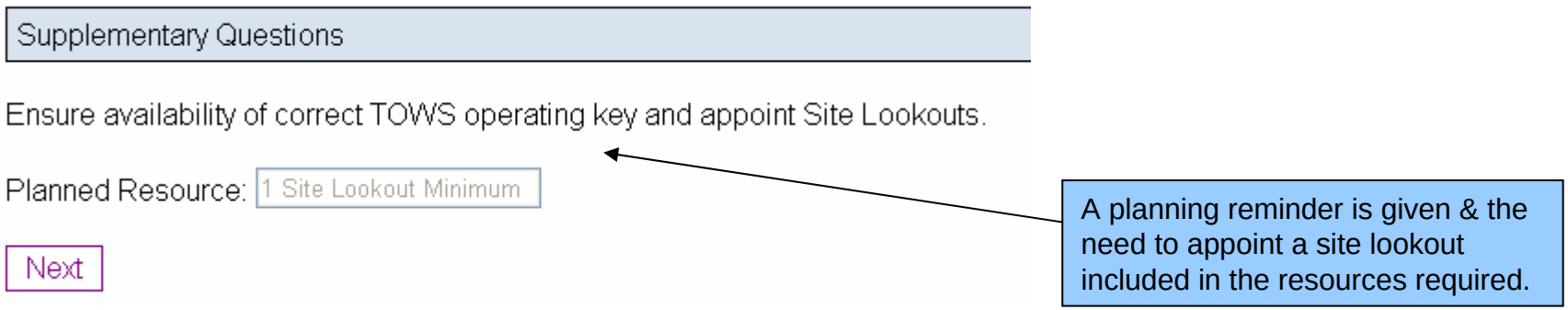




Inputting a Plan.

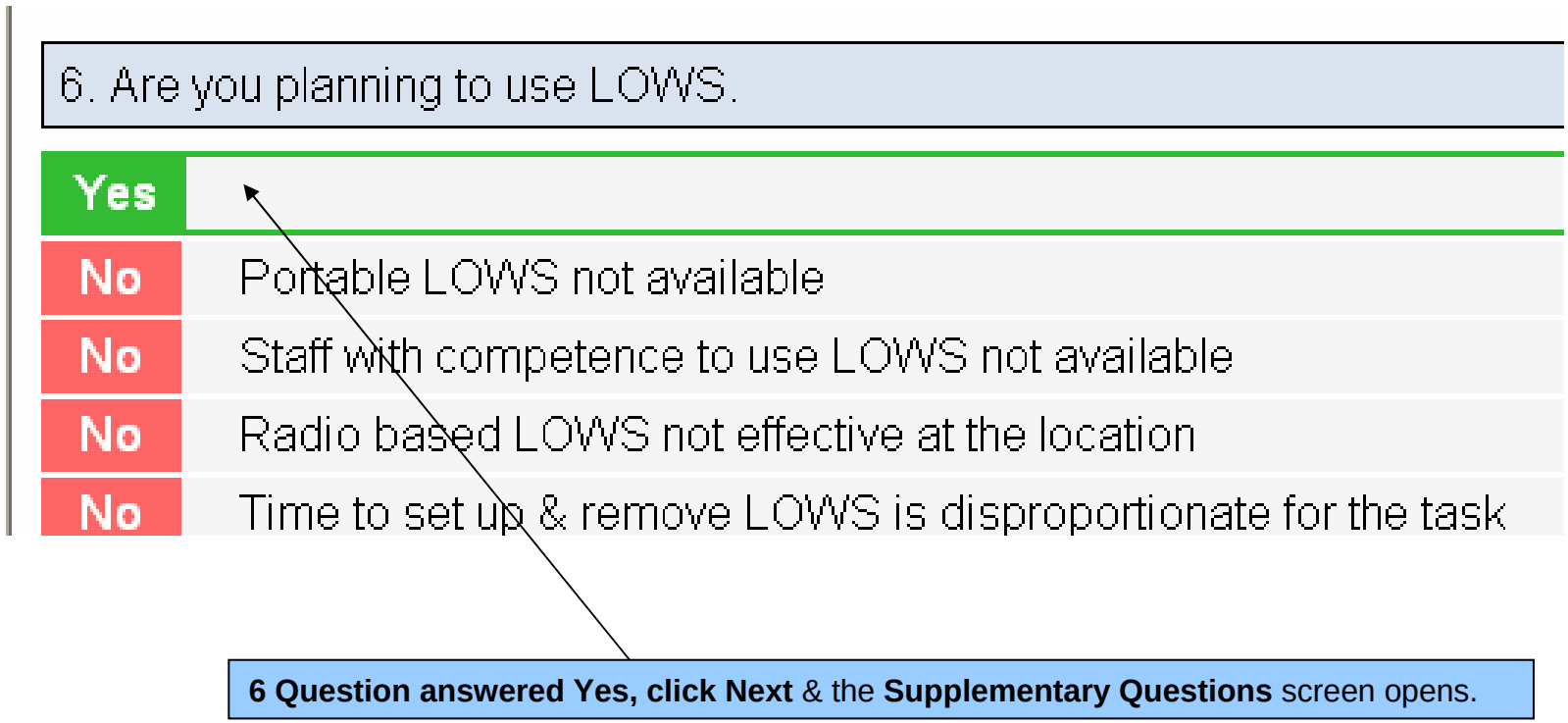


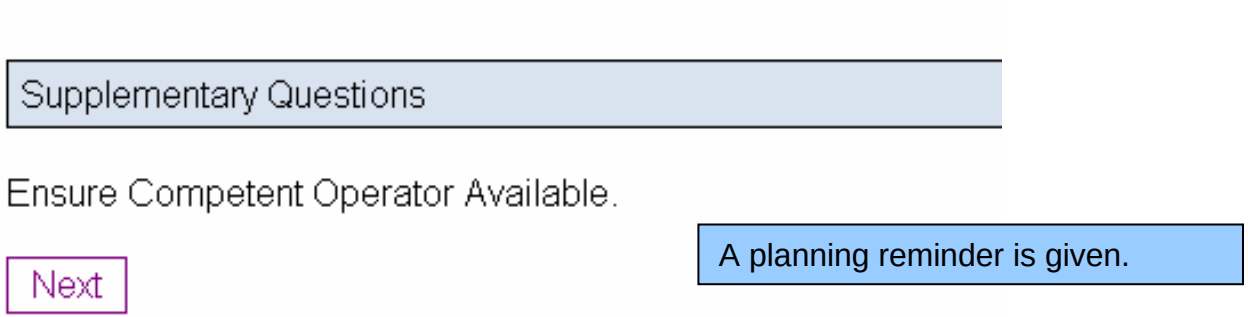
5 Question answered Yes, click Next & the **Supplementary Questions** screen opens.



A planning reminder is given & the need to appoint a site lookout included in the resources required.

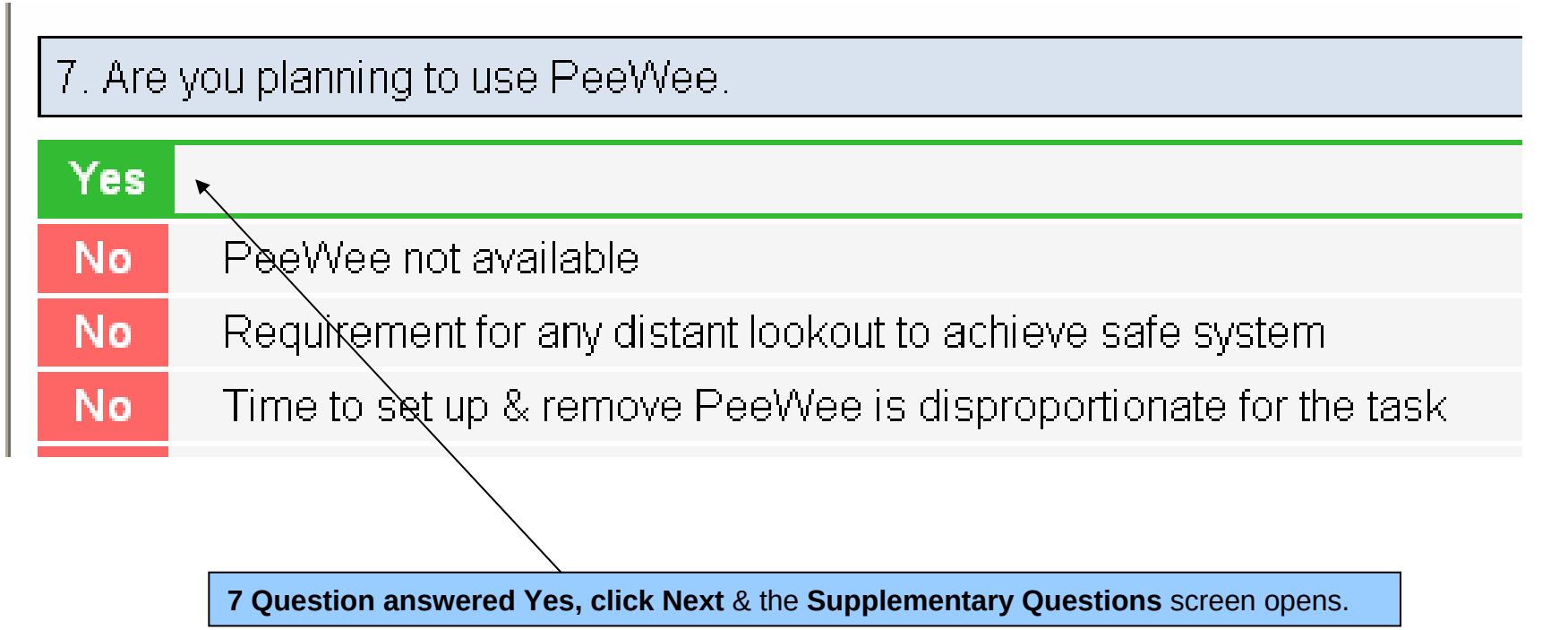
Inputting a Plan.

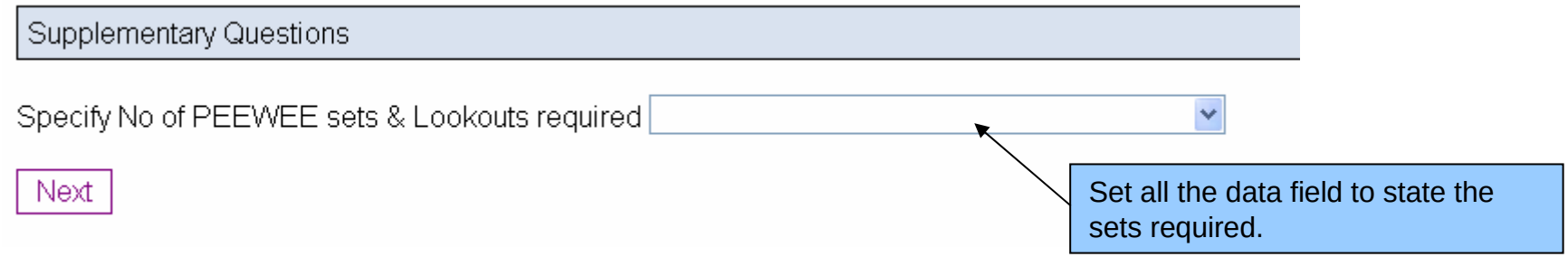




Next

Inputting a Plan.





Inputting a Plan.

Before moving to a lookouts only arrangement you must answer these three questions to check that your plan will be compliant to rule book defined limitations.

Depending upon the answers you will either be permitted to progress or directed back to previous screens

Supplementary Red Zone with Un-assisted Lookouts

E. Are more than two lookouts (excluding site and touch lookouts) required to provide warning of trains approaching from any one direction?

F. Are more than four lookouts (excluding site and touch lookouts) required to provide warning of trains approaching from all directions?

G. Is the sighting distance that can be achieved with lookouts insufficient to provide the warning time required?

Supplementary Red Zone with Un-assisted Lookouts

E. Are more than two lookouts (excluding site and touch lookouts) required to provide warning of trains approaching from any one direction?
No

F. Are more than four lookouts (excluding site and touch lookouts) required to provide warning of trains approaching from all directions?
No

G. Is the sighting distance that can be achieved with lookouts insufficient to provide the warning time required?
No

8. Are you planning to use Lookouts or IWA? Yes

8 Question answered Yes, click Next & the **Supplementary Questions** screen opens.

Supplementary Questions

Site Lookouts / IWA

Touch Lookouts

Intermediate/Distant Lookouts

Set the data field to describe & define the planned numbers of lookouts.

Inputting a Plan.

State what the safe system arrangements are for getting from the access point to the work

Travel To/From Site

Planned Arrangements for Travel to / from Access Point to work site:

C6

Suggested Access Point and route to site:

State access point etc (e.g. Barrier gate, then walk facing traffic in cess)

Additional Information

Select the GZAC area which the Signal Box is located in (Signal Box drop downs will then show only the local signal boxes)

GZAC:

Controlling Signalboxes:

1.

2.

Emergency Contact Signal Boxes:

1.

2.

3.

IF there are any **other** Signal Boxes which may be required in an emergency situation, state these (e.g. long red zone track patrol). There is **no need** to re-state the Controlling Signal Boxes.

Electrical Control Room

1.

C5

Ashford
Brighton
Canterbury
Cathcart
Crewe
Eastleigh
Lewisham
Non-Electrified
Paddock Wood

State the **Primary Signal box** which controls signals at the site

Only if 2 boxes are required to set up a T2/T12, state the other Signal box which controls signals towards the site

State the **Electrical Control Room** which controls power supply at the site – or select Non Electrified

Return to Changes brief

Next

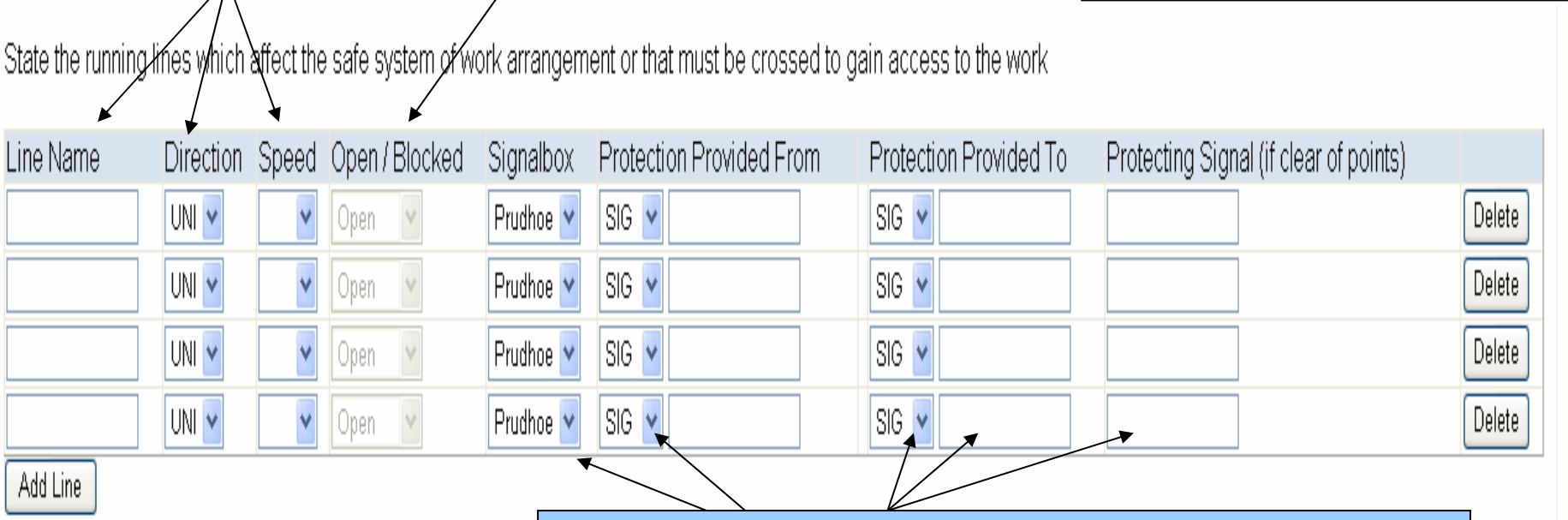
Inputting a Plan.

For all plans the remaining screens are now the same.

State Line Name, direction & Line Speed (even if you plan to Block – it may be refused by Signaller & the line be Open when the work is done)

State if you plan to have each named line Blocked or Open. In levels 1A, 2, 3, 4, 5, 6, 7 & 8 they are pre-set. In **levels 1B & A4 you must set them** as required

If you **categorically know** where access will be gained - input lines as per this instruction. If there is **any possibility** that **alternative access points** may be used, to ensure safety, **state ALL lines** at site



You can add lines if there are more than four line affecting site safety (max 10) but only **a maximum of four can be set to blocked** (in one application – GZAC system limit)

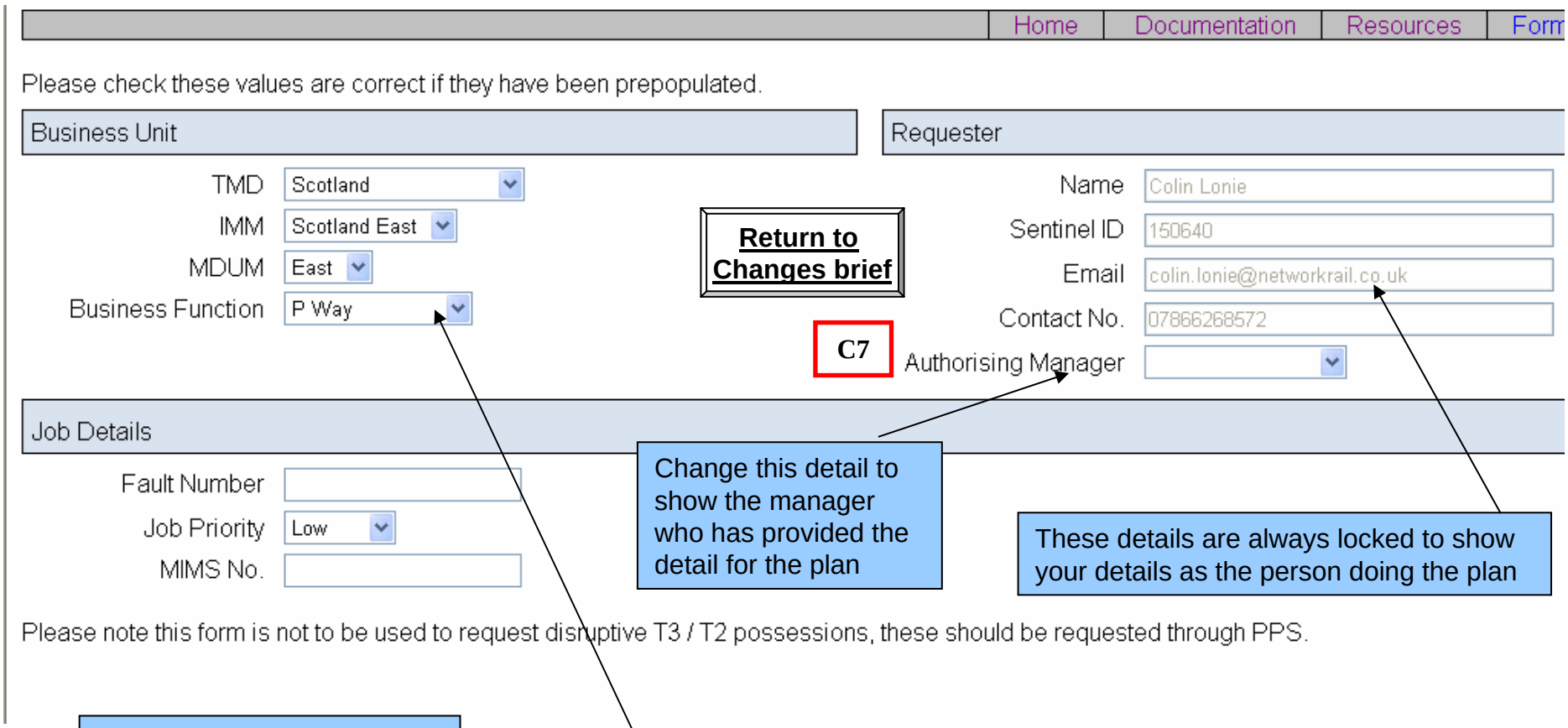
For planned Blocked lines only, you must specify the Protecting Signals and protection limits by stating the Signals/Points required and **ensure the Controlling Signal Box is set correctly**.

You must specify a Signaller **CONTROLLED signal** or a signal which can be KEYED to danger with Signallers authority when stating signals

Ensure that it is **TOTALLY** clear and **unambiguous** which line is to be Blocked. This is particularly **IMPORTANT** at locations where there two lines which can be similarly described as Up Fast etc. E.g.. the Up Fast (Trent Valley) runs parallel to Up Fast (Birmingham)

Next

Inputting a Plan.



Change this detail to show the manager who has provided the detail for the plan

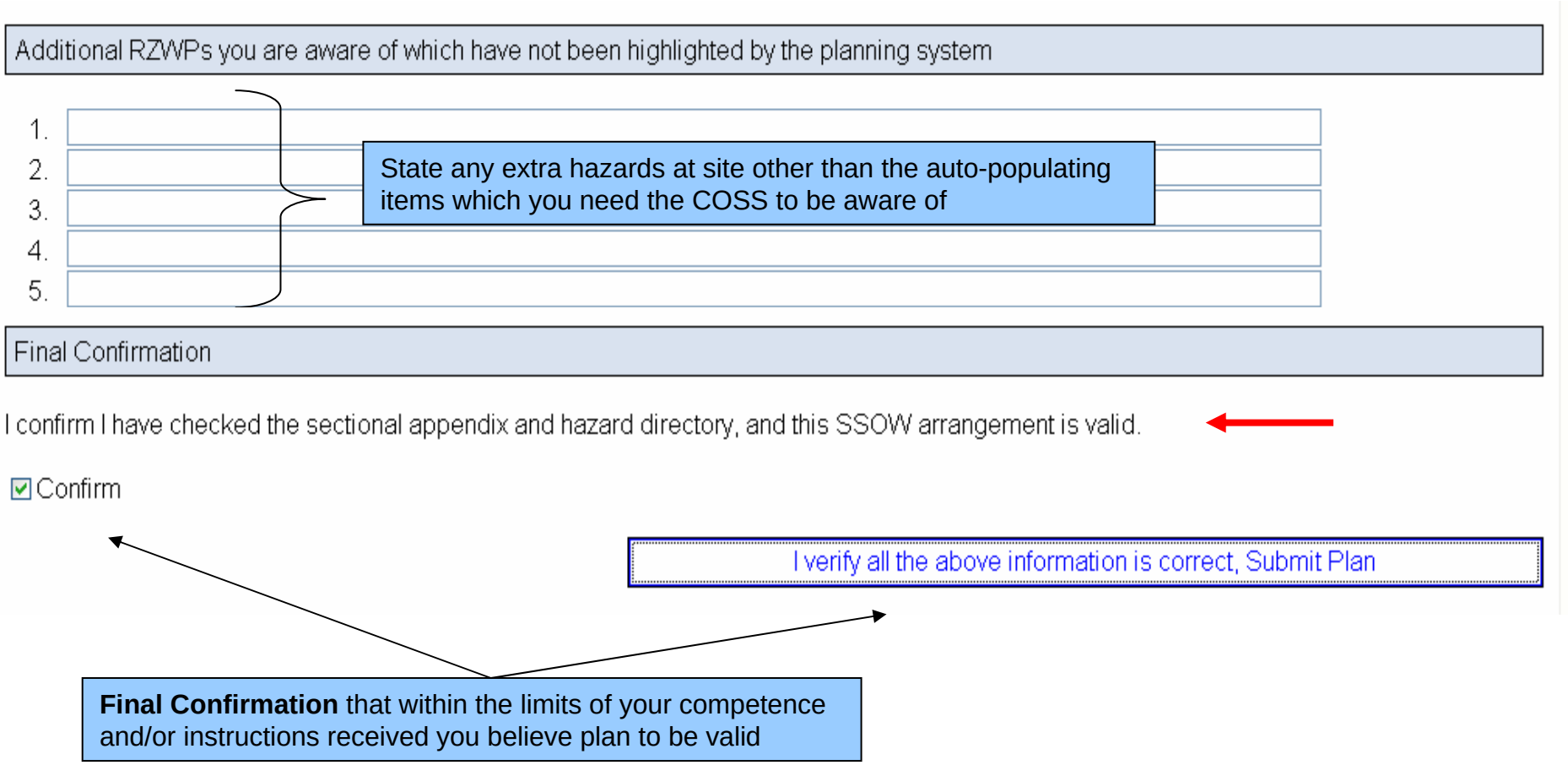
These details are always locked to show your details as the person doing the plan

Set the Priority of the work, the default setting is Low – change it if appropriate. The other fields are optional at this time

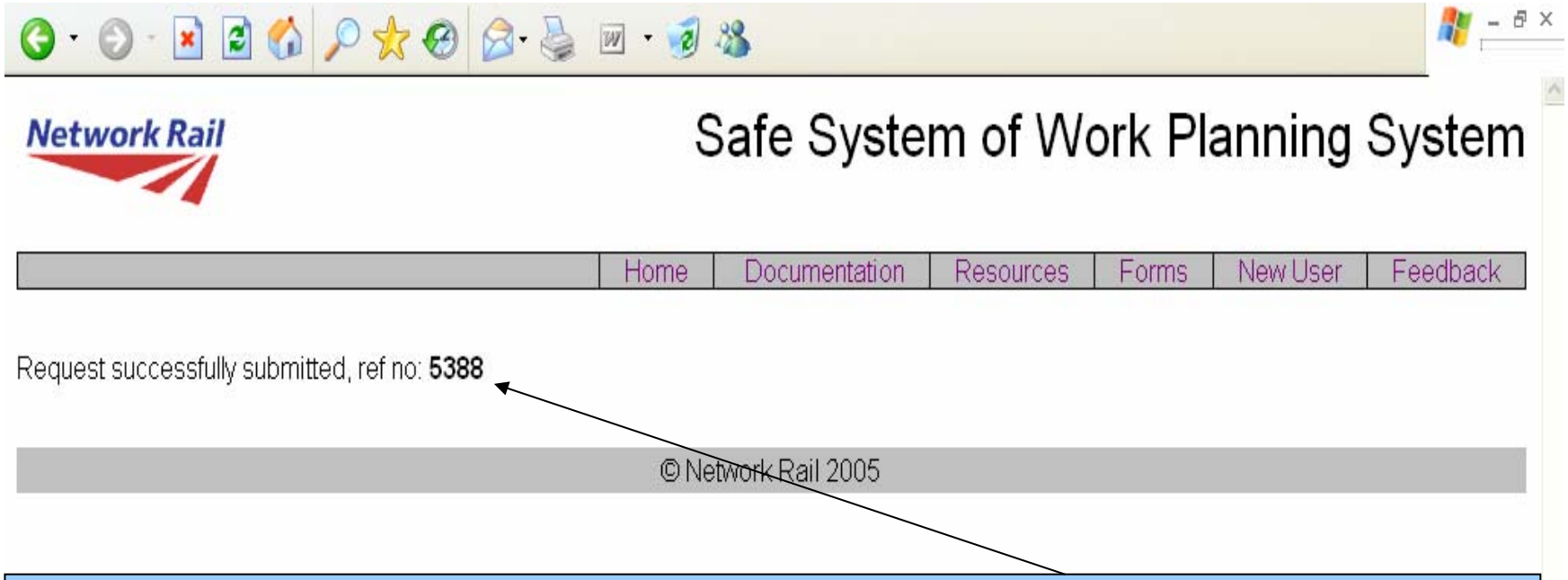
This screen confirms the Territory, IMM, MDUM and Function areas as well as who you are and for which Manager you are planning for (if not yourself).

The details are set to your log-in default settings so change them if necessary (e.g. if you plan for Signal teams & Pway teams – state the **team function** that **THIS plan** is for)

Inputting a Plan.



Inputting a Plan.



This screen confirms that the plan has been submitted and gives you the **Reference Number** of it or the first in the series. You need these numbers to assist you find plans in the Bulletin Board searches.

Note. If you input a series of cyclic plans the first use of the plan has the largest number.

E.g. If you input today a plan to be used on a daily base for 50 consecutive days starting from tomorrow the Reference Number of tomorrows plan would be 50 through to the last use being Reference Number 01

End of Inputting a Plan.

Back to Contents page

Next

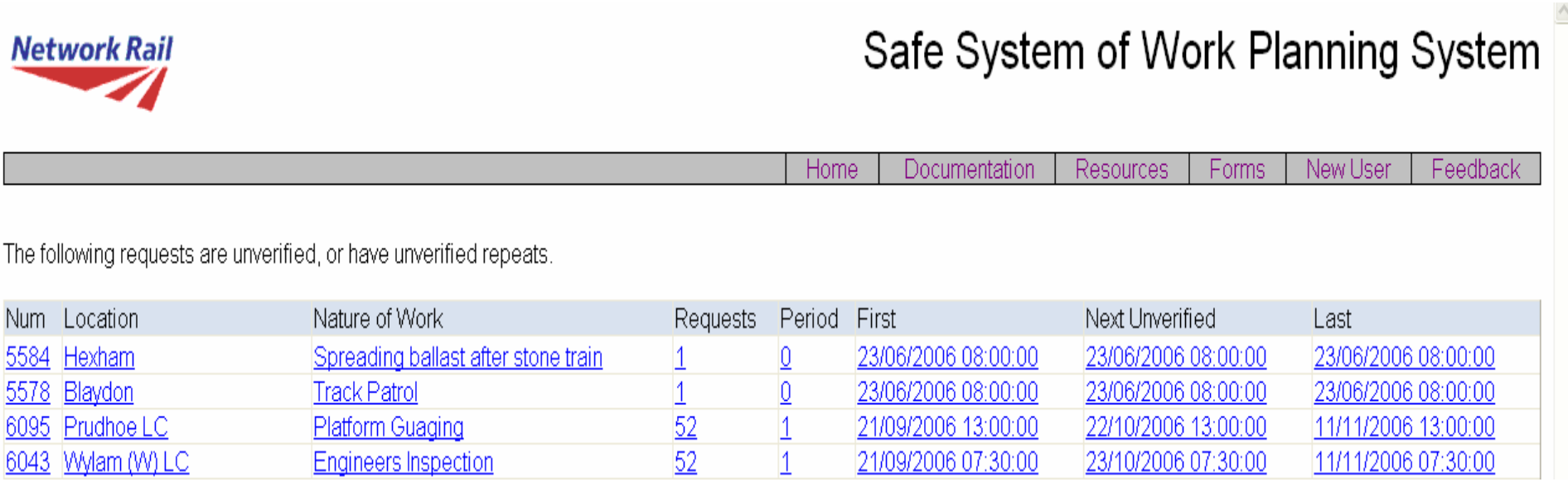
To Edit/alter a plan you must click into the **EDIT, Verify or Invalidate a plan hyperlink** at the home page so that you can view a **list** of any existing **plans you have** in the system which are available to edit. **Only plans which have not been verified can be edited.**

Edit a Plan.

From this screen you can click on the plan which you wish to;

Edit (make corrections to a plan in permitted data fields)
Verify (confirm as correct and required),
Invalidate (cancel as not required – work changed or errors/changes which can not be edited)

A plan, or series of plans must be verified before they can be processed to generate approved documentation. On the date you verify a plan you are verifying a maximum of 32 days ahead.



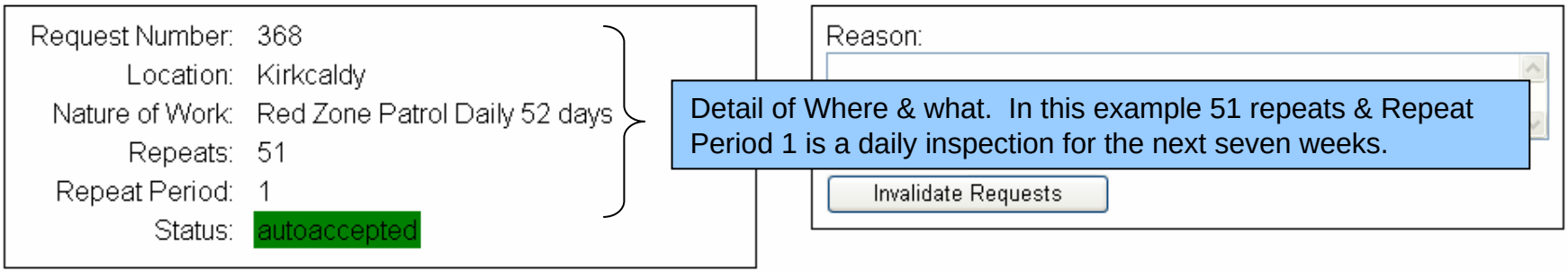
The screen shows – the plan ref number, location & nature of work. It also shows the number of plans in the series & the repeat interval between them along with the date of the first plan, the date of the next plan which can be verified and the date of the last plan in the series

Next

There are **THREE** options from this screen.

The **Edit method** is shown on the following pages

Edit a Plan.



Detail of Where & what. In this example 51 repeats & Repeat Period 1 is a daily inspection for the next seven weeks.

Verify requests | Edit Unverified Requests

Scroll down to see the first dated plan that has NOT yet been verified (Coloured YELLOW). If you wish to Edit the contents of the original to correct a mistake or add detail - click **Edit**.

Request Number	Location	Start Date	End Date
367	Kirkcaldy	06/02/2006 08:30:00	06/02/2006 10:30:00
366	Kirkcaldy	07/02/2006 08:30:00	07/02/2006 10:30:00
365	Kirkcaldy	08/02/2006 08:30:00	08/02/2006 10:30:00
364	Kirkcaldy	09/02/2006 08:30:00	09/02/2006 10:30:00
363	Kirkcaldy	10/02/2006 08:30:00	10/02/2006 10:30:00
362	Kirkcaldy	11/02/2006 08:30:00	11/02/2006 10:30:00
361	Kirkcaldy	12/02/2006 08:30:00	12/02/2006 10:30:00
360	Kirkcaldy	13/02/2006 08:30:00	13/02/2006 10:30:00
359	Kirkcaldy	14/02/2006 08:30:00	14/02/2006 10:30:00
358	Kirkcaldy	15/02/2006 08:30:00	15/02/2006 10:30:00
357	Kirkcaldy	16/02/2006 08:30:00	16/02/2006 10:30:00
356	Kirkcaldy	17/02/2006 08:30:00	17/02/2006 10:30:00
355	Kirkcaldy	18/02/2006 08:30:00	18/02/2006 10:30:00

Edit a Plan.

Yellow & Red coloured plans have NOT yet been verified so can still be edited if required.
If you wish to Edit the contents of the original to correct a mistake or add detail - click **Edit**.

334	Kirkcaldy	11/03/2006 08:30:00	11/03/2006 10:30:00
333	Kirkcaldy	12/03/2006 08:30:00	12/03/2006 10:30:00
332	Kirkcaldy	13/03/2006 08:30:00	13/03/2006 10:30:00
331	Kirkcaldy	14/03/2006 08:30:00	14/03/2006 10:30:00
330	Kirkcaldy	15/03/2006 08:30:00	15/03/2006 10:30:00
329	Kirkcaldy	16/03/2006 08:30:00	16/03/2006 10:30:00
328	Kirkcaldy	17/03/2006 08:30:00	17/03/2006 10:30:00
327	Kirkcaldy	18/03/2006 08:30:00	18/03/2006 10:30:00
326	Kirkcaldy	19/03/2006 08:30:00	19/03/2006 10:30:00
325	Kirkcaldy	20/03/2006 08:30:00	20/03/2006 10:30:00
324	Kirkcaldy	21/03/2006 08:30:00	21/03/2006 10:30:00
323	Kirkcaldy	22/03/2006 08:30:00	22/03/2006 10:30:00
322	Kirkcaldy	23/03/2006 08:30:00	23/03/2006 10:30:00
321	Kirkcaldy	24/03/2006 08:30:00	24/03/2006 10:30:00
320	Kirkcaldy	25/03/2006 08:30:00	25/03/2006 10:30:00
319	Kirkcaldy	26/03/2006 08:30:00	26/03/2006 10:30:00
318	Kirkcaldy	27/03/2006 08:30:00	27/03/2006 10:30:00

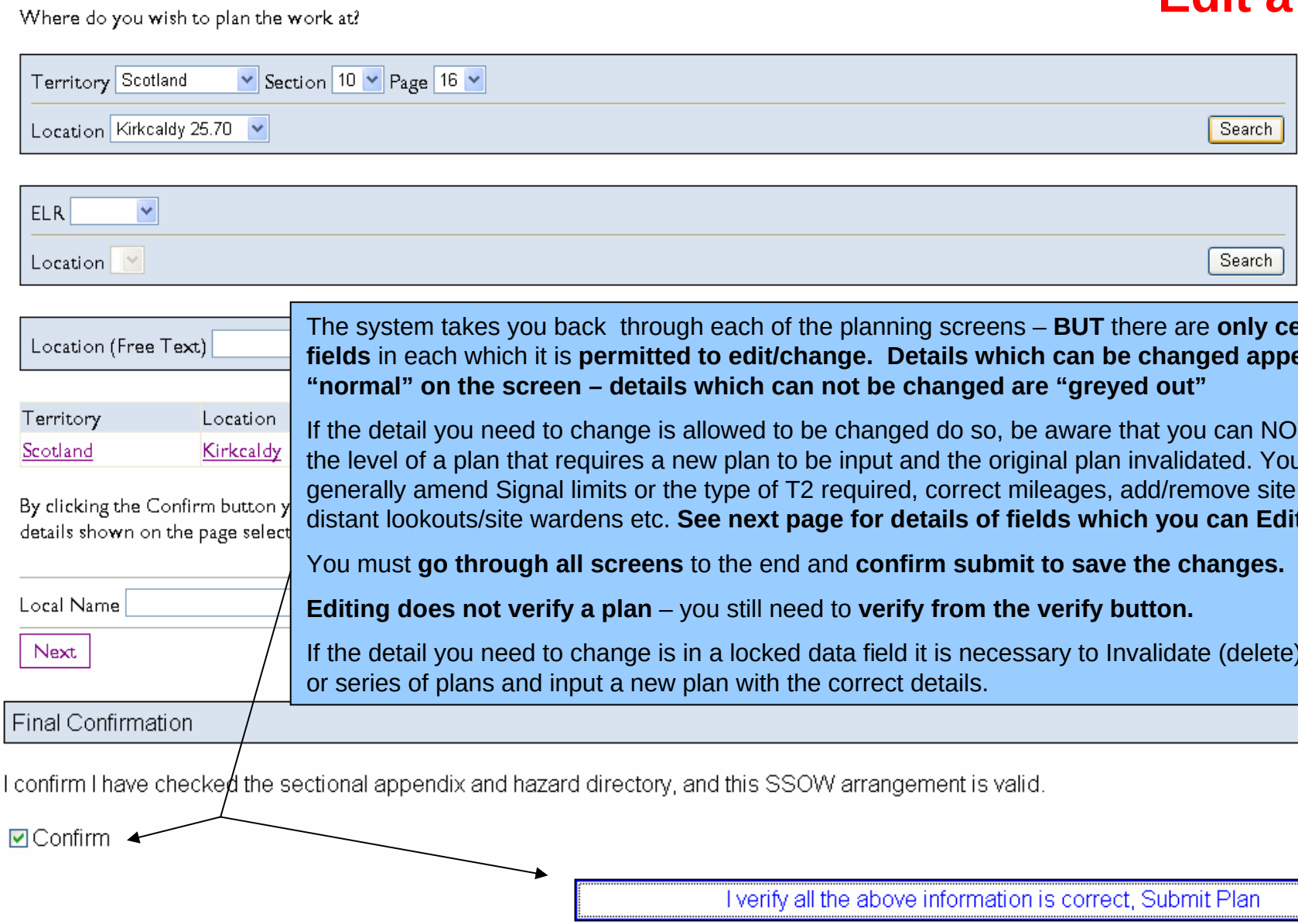
Green coloured plans have already been verified (either by previous action or because they are within the first 32 days after input) – they can **NOT** be edited

If verified plans need to be corrected you need to decide the best option on how to proceed. This depends how many verified plans are in the system. You could edit/correct all future plans then input a correct plan to use instead of the incorrect plans which are in the system OR Invalidate the full string of plans and input a new correct string.

Remember you should **only issue plans which are correct, validated and accepted**

Next

Edit a Plan.



The system takes you back through each of the planning screens – **BUT** there are **only certain fields** in each which it is **permitted to edit/change. Details which can be changed appear "normal" on the screen – details which can not be changed are "greyed out"**

If the detail you need to change is allowed to be changed do so, be aware that you can NOT change the level of a plan that requires a new plan to be input and the original plan invalidated. You can generally amend Signal limits or the type of T2 required, correct mileages, add/remove site, touch or distant lookouts/site wardens etc. **See next page for details of fields which you can Edit**.

You must **go through all screens** to the end and **confirm submit to save the changes.**

Editing does not verify a plan – you still need to **verify from the verify button.**

If the detail you need to change is in a locked data field it is necessary to Invalidate (delete) the plan or series of plans and input a new plan with the correct details.

Next

Only certain fields can be Edited once a plan has been input, this is to prevent significant changes to an original plan (Extreme example - changing a green zone plan to Red zone). If an original plan needs changes which have been prevented you must cancel the original and input a new and accurate plan.
The fields which can be changed in each level of plan are shown in the Table below.

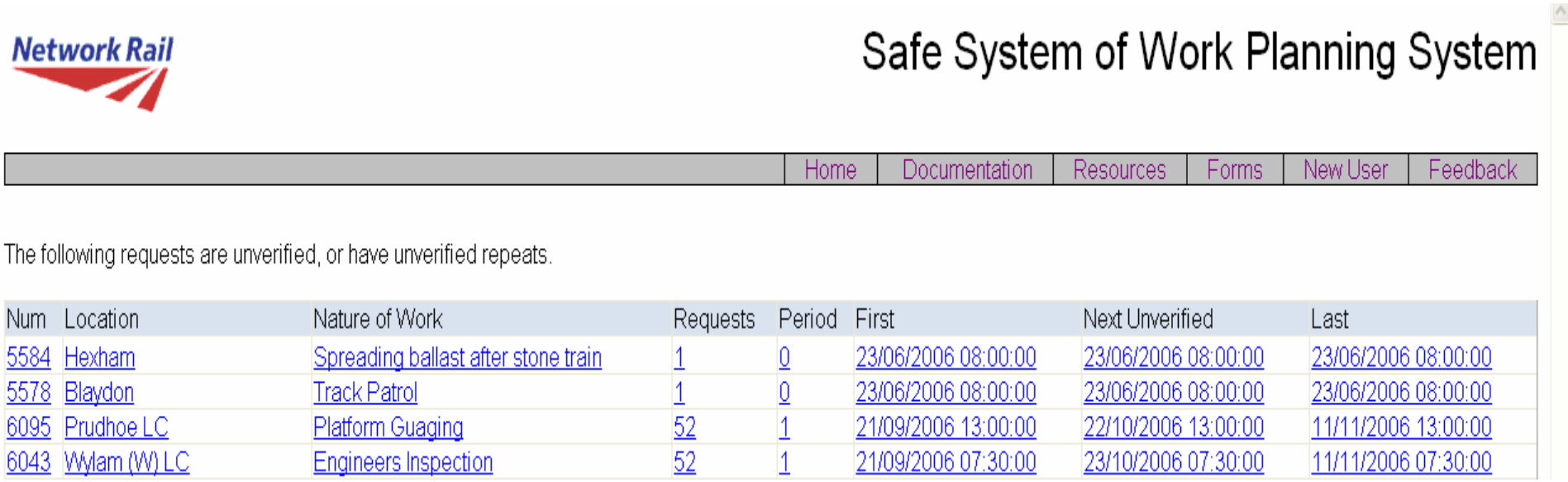
Edit a Plan.

Plan Level	Location	Nature of Work	Mileages	Justifications	Supplementary	Line Name	Line Speeds	Line Direction	Open/Blocked	Signals/Points	"+/-" Lines	To/From site	Access & route	Controlling SBox	Additional Sbox	RZWP Hazards
1A	N	N	Y	N	Y	Y	Y	Y	N	Y	N	Y	Y	N	Y	Y
1B	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	Y	Y
2	N	N	Y	N	Y	Y	Y	Y	N	N	N	Y	Y	N	Y	Y
3	N	N	Y	N	Y	Y	Y	Y	N	N	N	Y	Y	N	Y	Y
A4	N	N	Y	N	N	Y	Y	Y	N	N	Y	Y	Y	N	Y	Y
4	N	N	Y	N	Y	Y	Y	Y	N	N	N	Y	Y	N	Y	Y
5	N	N	Y	N	N	Y	Y	Y	N	N	N	Y	Y	N	Y	Y
6	N	N	Y	N	N	Y	Y	Y	N	N	N	Y	Y	N	Y	Y
7	N	N	Y	N	Y	Y	Y	Y	N	N	N	Y	Y	N	Y	Y
8	N	N	Y	N	Y	Y	Y	Y	N	N	N	Y	Y	N	Y	Y

Back to Contents page

Next

Confirm/Delete a Plan.



Num	Location	Nature of Work	Requests	Period	First	Next Unverified	Last
5584	Hexham	Spreading ballast after stone train	1	0	23/06/2006 08:00:00	23/06/2006 08:00:00	23/06/2006 08:00:00
5578	Blaydon	Track Patrol	1	0	23/06/2006 08:00:00	23/06/2006 08:00:00	23/06/2006 08:00:00
6095	Prudhoe LC	Platform Guaging	52	1	21/09/2006 13:00:00	22/10/2006 13:00:00	11/11/2006 13:00:00
6043	Wylam (W) LC	Engineers Inspection	52	1	21/09/2006 07:30:00	23/10/2006 07:30:00	11/11/2006 07:30:00

Regularly you must click into the **EDIT, Verify or Invalidate a plan hyperlink** at the home page so that you can view a **list** of any existing **plans you have** in the system which are **due to be Verified.**

You can only invalidate (cancel) plans which are not yet Verified. Click on the plan which you wish to;

Verify (confirm as correct and required),
Invalidate (cancel as not required – work changed or errors/changes which can not be edited)

A plan, or series of plans must be verified before they can be processed to generate approved documentation. On the date you verify a plan you are verifying a **maximum of 32 days ahead**.

Next

Confirm/Delete a Plan.

Network Rail

Safe System of Work Planning System

The screen opens showing plans which are already verified in Green.

Plans which can be either Verified or Invalidated is shown in yellow or red (see next page).
Click on the **underline to view the details** of the plan

Feedback

Request Number: 528
Location: Wylam (W) LC
Nature of Work: L8 Red Zone Patrol 52 daily
Repeats: 51
Repeat Period: 1
Status: autoaccepted

Reason:

Invalidate Requests

Verify requests | Edit Unverified Requests

Request Number	Location	Start Date	End Date
527	Wylam (W) LC	09/02/2006 05:30:00	09/02/2006 06:30:00
526	Wylam (W) LC	10/02/2006 05:30:00	10/02/2006 06:30:00
525	Wylam (W) LC	11/02/2006 05:30:00	11/02/2006 06:30:00
524	Wylam (W) LC	12/02/2006 05:30:00	12/02/2006 06:30:00
523	Wylam (W) LC	13/02/2006 05:30:00	13/02/2006 06:30:00
522	Wylam (W) LC	14/02/2006 05:30:00	14/02/2006 06:30:00
521	Wylam (W) LC	15/02/2006 05:30:00	15/02/2006 06:30:00
520	Wylam (W) LC	16/02/2006 05:30:00	16/02/2006 06:30:00

Next

Confirm/Delete a Plan.

606	Stocksfield	06/03/2006 05:30:00	06/03/2006 06:30:00
605	Stocksfield	07/03/2006 05:30:00	07/03/2006 06:30:00
604	Stocksfield		2006 06:30:00
603	Stocksfield		2006 06:30:00
602	Stocksfield	10/03/2006 05:30:00	10/03/2006 06:30:00
601	Stocksfield	11/03/2006 05:30:00	11/03/2006 06:30:00
600	Stocksfield	12/03/2006 05:30:00	12/03/2006 06:30:00
599	Stocksfield	13/03/2006 05:30:00	13/03/2006 06:30:00
598	Stocksfield	14/03/2006 05:30:00	14/03/2006 06:30:00
597	Stocksfield	15/03/2006 05:30:00	15/03/2006 06:30:00
596	Stocksfield	16/03/2006 05:30:00	16/03/2006 06:30:00
595	Stocksfield		2006 06:30:00
594	Stocksfield		2006 06:30:00
593	Stocksfield	19/03/2006 05:30:00	19/03/2006 06:30:00
592	Stocksfield	20/03/2006 05:30:00	20/03/2006 06:30:00
591	Stocksfield	21/03/2006 05:30:00	21/03/2006 06:30:00
590	Stocksfield	22/03/2006 05:30:00	22/03/2006 06:30:00
589	Stocksfield	23/03/2006 05:30:00	23/03/2006 06:30:00
588	Stocksfield	24/03/2006 05:30:00	24/03/2006 06:30:00
587	Stocksfield	25/03/2006 05:30:00	25/03/2006 06:30:00
586	Stocksfield	26/03/2006 05:30:00	26/03/2006 06:30:00
585	Stocksfield		06:30:00
584	Stocksfield		06:30:00
583	Stocksfield		06:30:00
582	Stocksfield	30/03/2006 05:30:00	30/03/2006 06:30:00
581	Stocksfield	31/03/2006 05:30:00	31/03/2006 06:30:00

These green colour plans are already verified

These yellow colour plans need to be verified, if still required and this can be done now

These red colour plans still need to be verified – but are still too far in the future (32 days ahead limit)

Next

Confirm/Delete a Plan.

Network Rail

Safe System of Work Planning System

Home | Documentation | Resources | Forms | New User | Feedback

Request Number: 580
Location: Prudhoe LC
Nature of Work: L7 Inspection 52 daily
Repeats: 51
Repeat Period: 1
Status: autoaccepted

Reason:

Invalidate Requests

Verify requests | Edit Unverified Requests

If you are **satisfied** that the content of the plan is valid (use the edit button to go through and view details if not sure) – click **"Verify Requests"** and plans will be verified for 32 days in advance & go forward in the system.

The yellow coloured plans will all change to green.

You need to scroll down the page to see the change. Click on Home to exit then return to Edit options

If you are **NOT satisfied** that the content of the plan – click **"Invalidate Requests"** and give the **reason why**. Plans will be deleted from the system and not available for use (colour grey).

You need to scroll down the page to see the change. Click on Home to exit then return to Edit options.

Request Number	Location		
579	Prudhoe LC		
578	Prudhoe LC		
577	Prudhoe LC		
576	Prudhoe LC		12/02/2006 06:30:00
575	Prudhoe LC		13/02/2006 06:30:00
574	Prudhoe LC		14/02/2006 06:30:00
573	Prudhoe LC	15/02/2006 06:00:00	15/02/2006 06:30:00
572	Prudhoe LC	16/02/2006 06:00:00	16/02/2006 06:30:00
571	Prudhoe LC	17/02/2006 06:00:00	17/02/2006 06:30:00
570	Prudhoe LC	18/02/2006 06:00:00	18/02/2006 06:30:00
569	Prudhoe LC	19/02/2006 06:00:00	19/02/2006 06:30:00

Back to Contents page

Next

Local intranet

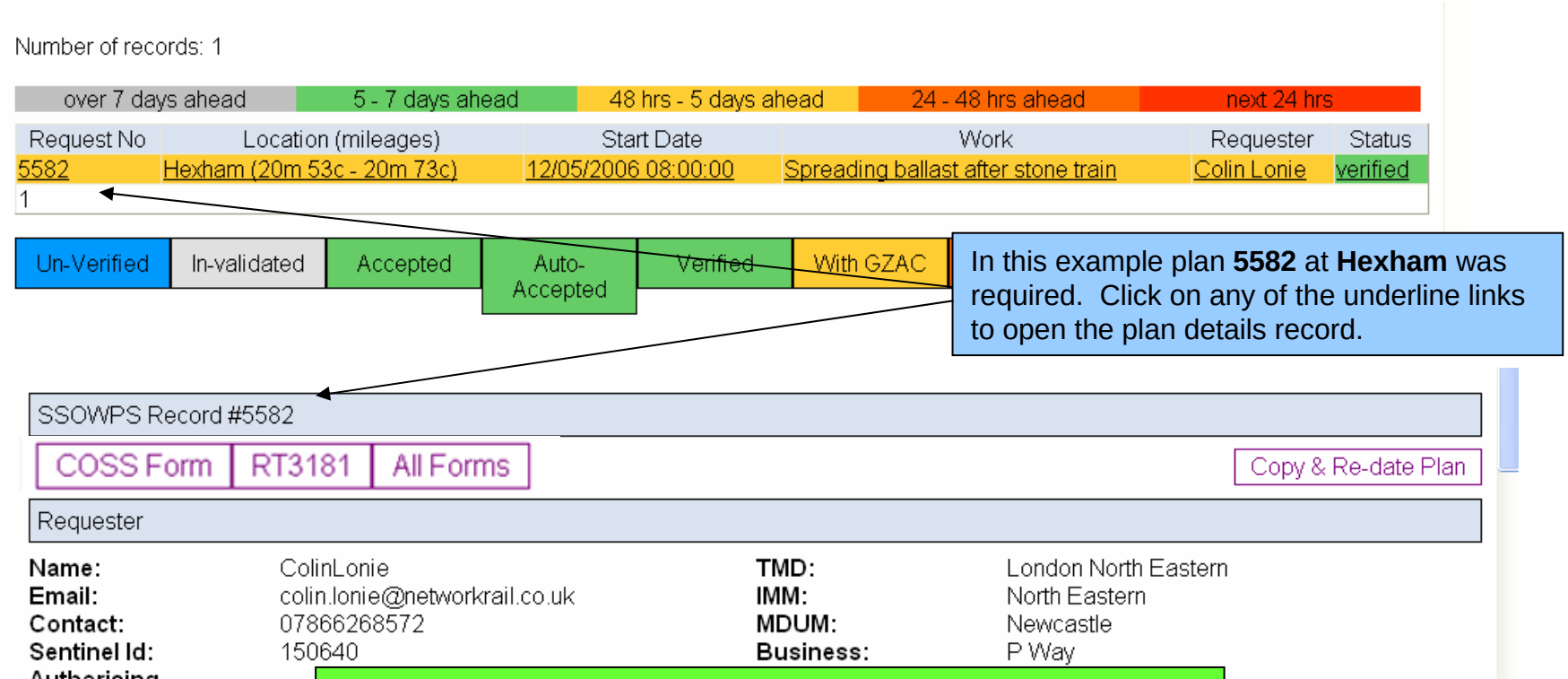
Copy & re-date a Plan.

The system allows you to make an **exact copy** of another plan and re-date it for use on another date and time.

The location, mileages, safe system arrangement and reasons for level in the hierarchy selected must be exactly the same. ONLY the date and time can be changed using copy. If details are not the same it is not a direct copy and a new plan should be input. (the Edit facility could be used later, if the required change is in an editable field).

You can copy your own plans and plans input by others. If you copy the plan of somebody else the copy plan is identified to you

Find the plan you believe you wish to copy using either the Bulletin Boards or Search options



Note. The SSOWPS Record satisfies the "Appendix B" requirement of the Rimini standard. It does not usually need to be printed out.

Next

Copy & re-date a Plan.

SSOWPS Record #5582

COSS Form | RT3181 | All Forms

Copy & Re-date Plan

Requester

Name:	ColinLonie	**TMD:**	London North Eastern
Email:	colin.lonie@networkrail.co.uk	**IMM:**	North Eastern
Contact:	07866268572	**MDUM:**	Newcastle
Sentinel Id:	150640	**Business:**	P Way
Authorising Manager:		**Priority:**	Low
		Call Status:	verified

Request Creation Date: 08/05/2006 10:53:51
Request Verified Date: 08/05/2006 10:53:51
Reason For Invalidation:

GZAC Information

GZAC Ref No:

Changes made:

Alternatives:

Comments:

As planner, you are responsible for checking that the details shown throughout the record match and agree with what you wish to copy and plan now.

Work Details

Nature of Work

Spreading ballast after stone train

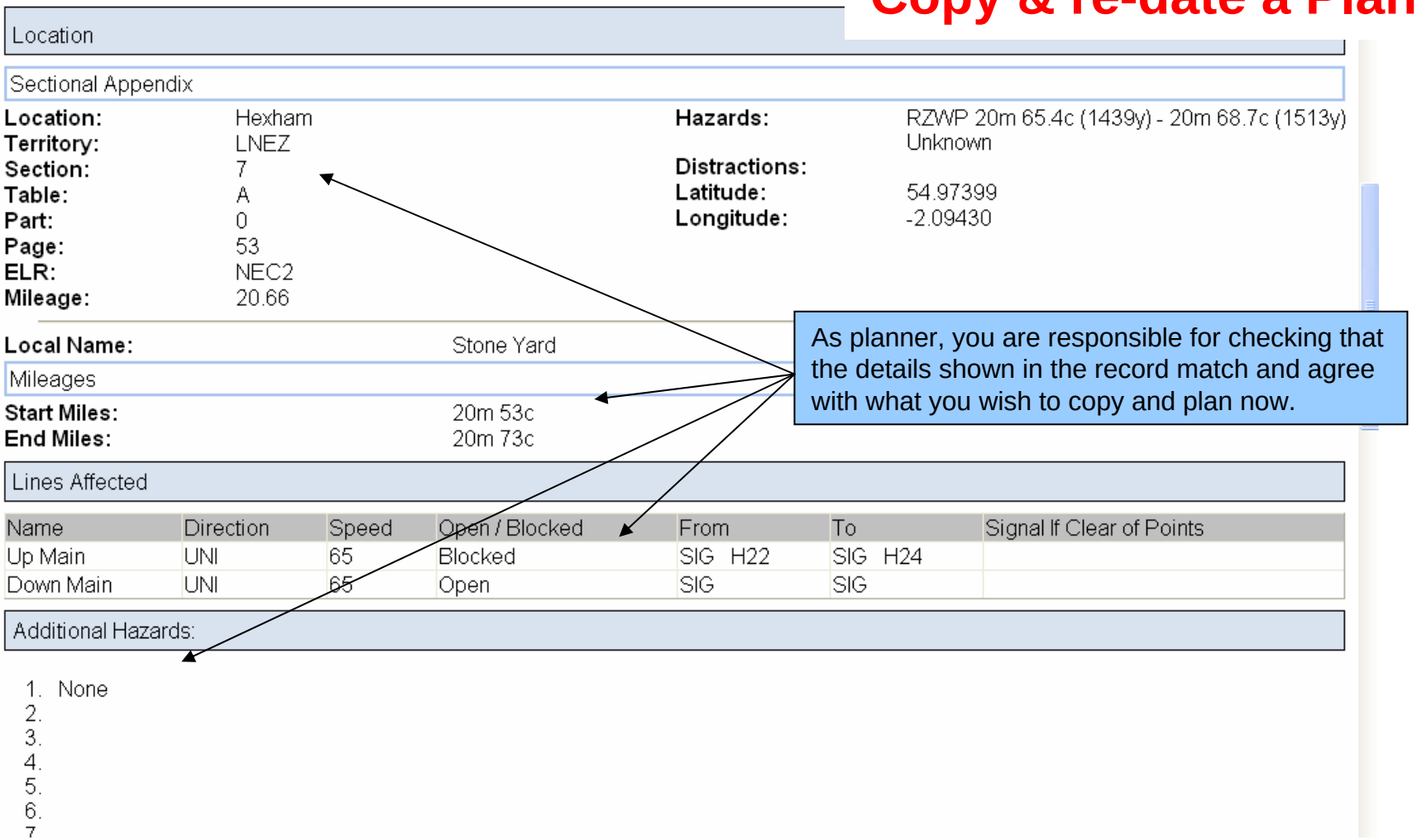
Work Period

Start Date: 12/05/2006 08:00:00
End Date: 12/05/2006 14:00:00
Completion Date: 12/05/2006 14:00:00
Fault Number:
MIMS Number:

Note. The SSOWPS Record satisfies the “Appendix B” requirement of the Rimini standard. It does not usually need to be printed out.

Next

Copy & re-date a Plan.



Location

Sectional Appendix

Location: Hexham
Territory: LNEZ
Section: 7
Table: A
Part: 0
Page: 53
ELR: NEC2
Mileage: 20.66

Hazards: RZWP 20m 65.4c (1439y) - 20m 68.7c (1513y) Unknown
Distractions:
Latitude: 54.97399
Longitude: -2.09430

Local Name: Stone Yard

Mileages

Start Miles: 20m 53c
End Miles: 20m 73c

As planner, you are responsible for checking that the details shown in the record match and agree with what you wish to copy and plan now.

Lines Affected

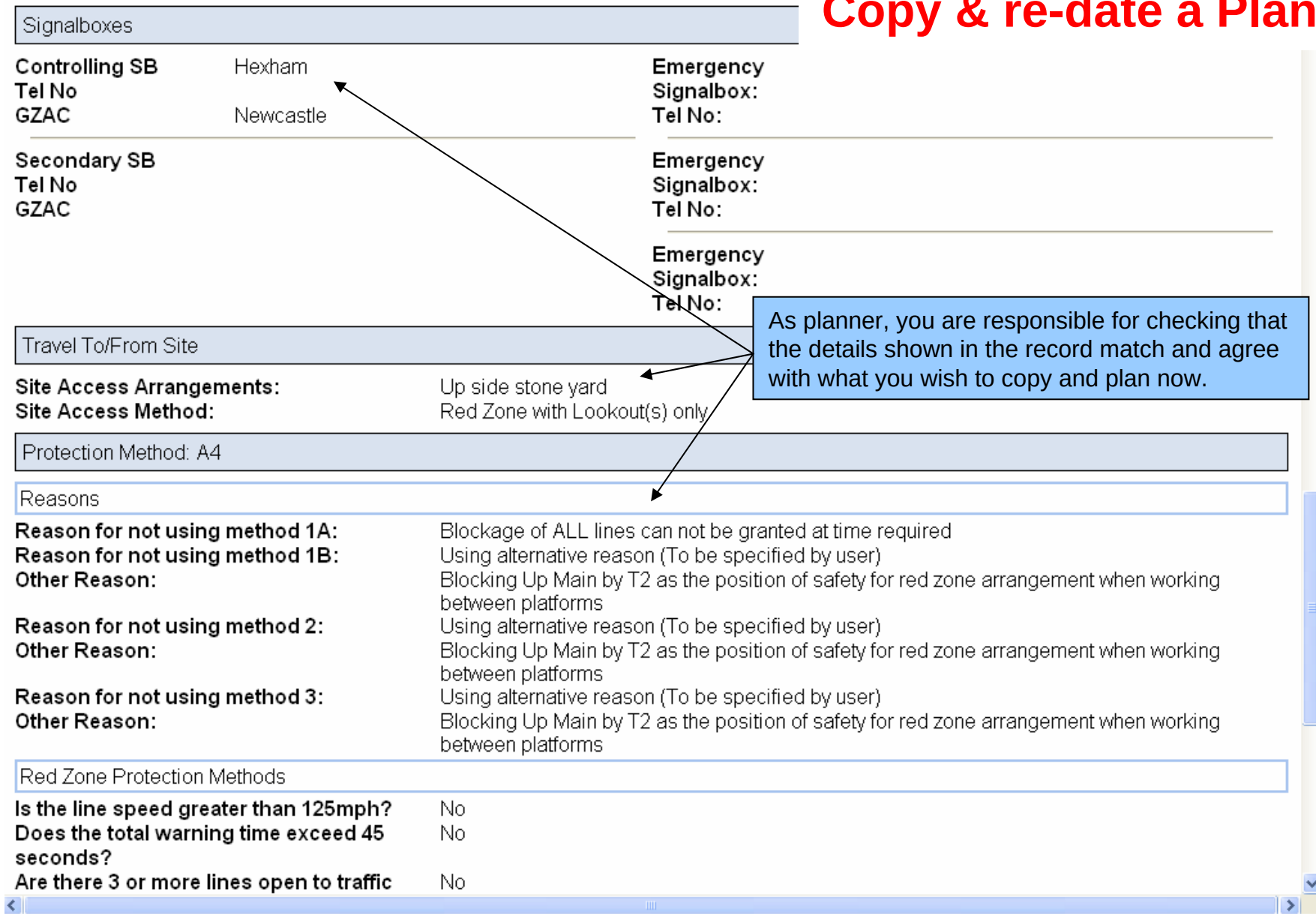
Name	Direction	Speed	Open / Blocked	From	To	Signal If Clear of Points
Up Main	UNI	65	Blocked	SIG H22	SIG H24	
Down Main	UNI	65	Open	SIG	SIG	

Additional Hazards:

1. None
2.
3.
4.
5.
6.
7.

Next

Copy & re-date a Plan.



Signalboxes

Controlling SB	Hexham	**Emergency Signalbox:**	
Tel No		**Tel No:**	
GZAC	Newcastle		
Secondary SB		**Emergency Signalbox:**	
Tel No		**Tel No:**	
GZAC			
		Emergency Signalbox:	
		Tel No:	

As planner, you are responsible for checking that the details shown in the record match and agree with what you wish to copy and plan now.

Travel To/From Site

Site Access Arrangements:	Up side stone yard
Site Access Method:	Red Zone with Lookout(s) only

Protection Method: A4

Reasons

Reason for not using method 1A:	Blockage of ALL lines can not be granted at time required
Reason for not using method 1B:	Using alternative reason (To be specified by user)
Other Reason:	Blocking Up Main by T2 as the position of safety for red zone arrangement when working between platforms
Reason for not using method 2:	Using alternative reason (To be specified by user)
Other Reason:	Blocking Up Main by T2 as the position of safety for red zone arrangement when working between platforms
Reason for not using method 3:	Using alternative reason (To be specified by user)
Other Reason:	Blocking Up Main by T2 as the position of safety for red zone arrangement when working between platforms

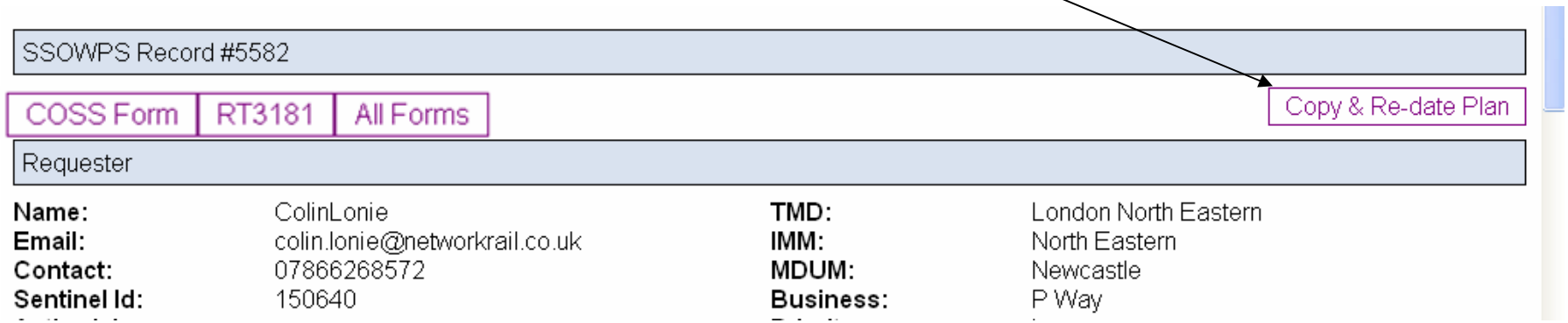
Red Zone Protection Methods

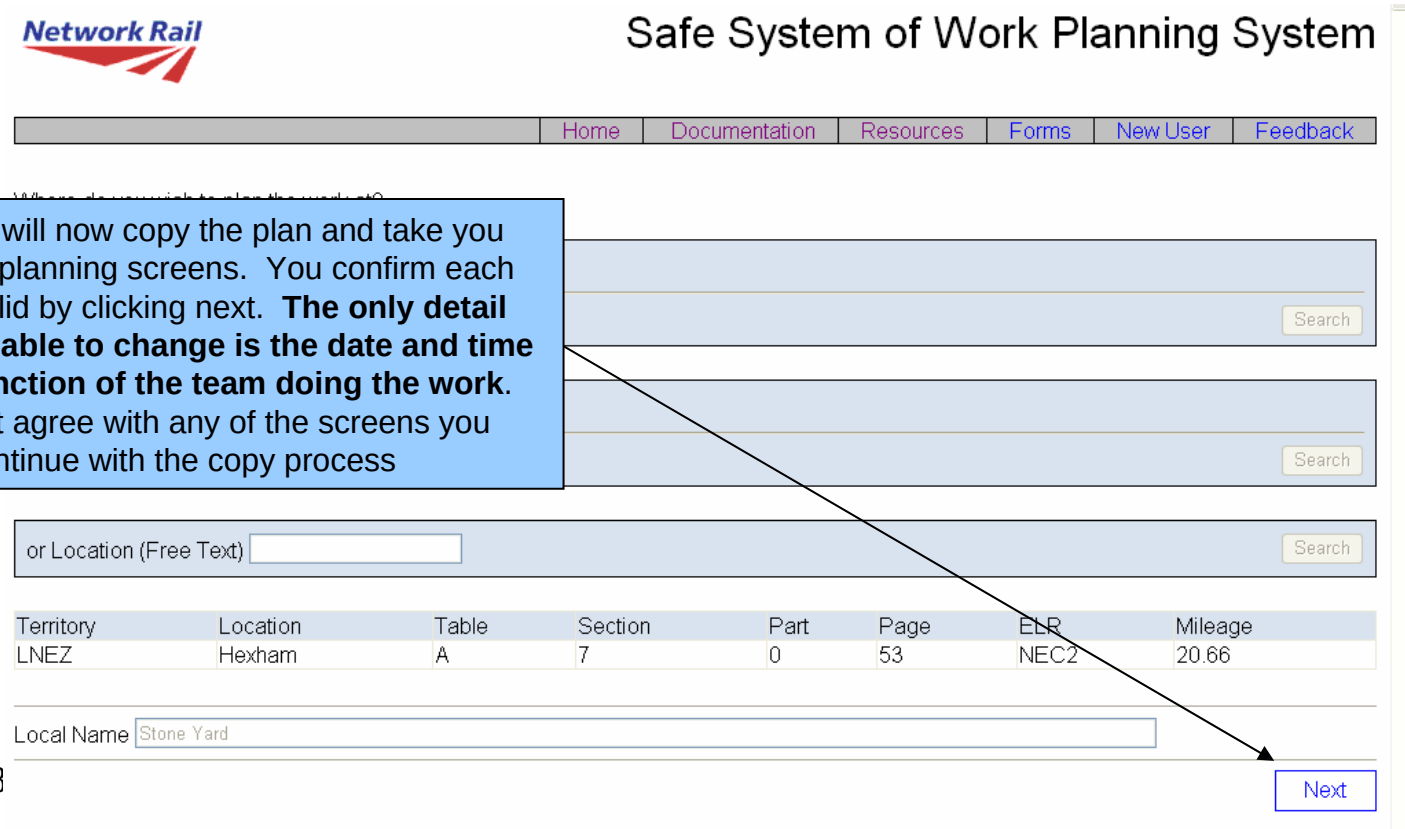
Is the line speed greater than 125mph?	No
Does the total warning time exceed 45 seconds?	No
Are there 3 or more lines open to traffic	No

Next

Copy & re-date a Plan.

If you are satisfied that the original details are appropriate for you to copy, return to the top of the screen and **click "Copy request"**

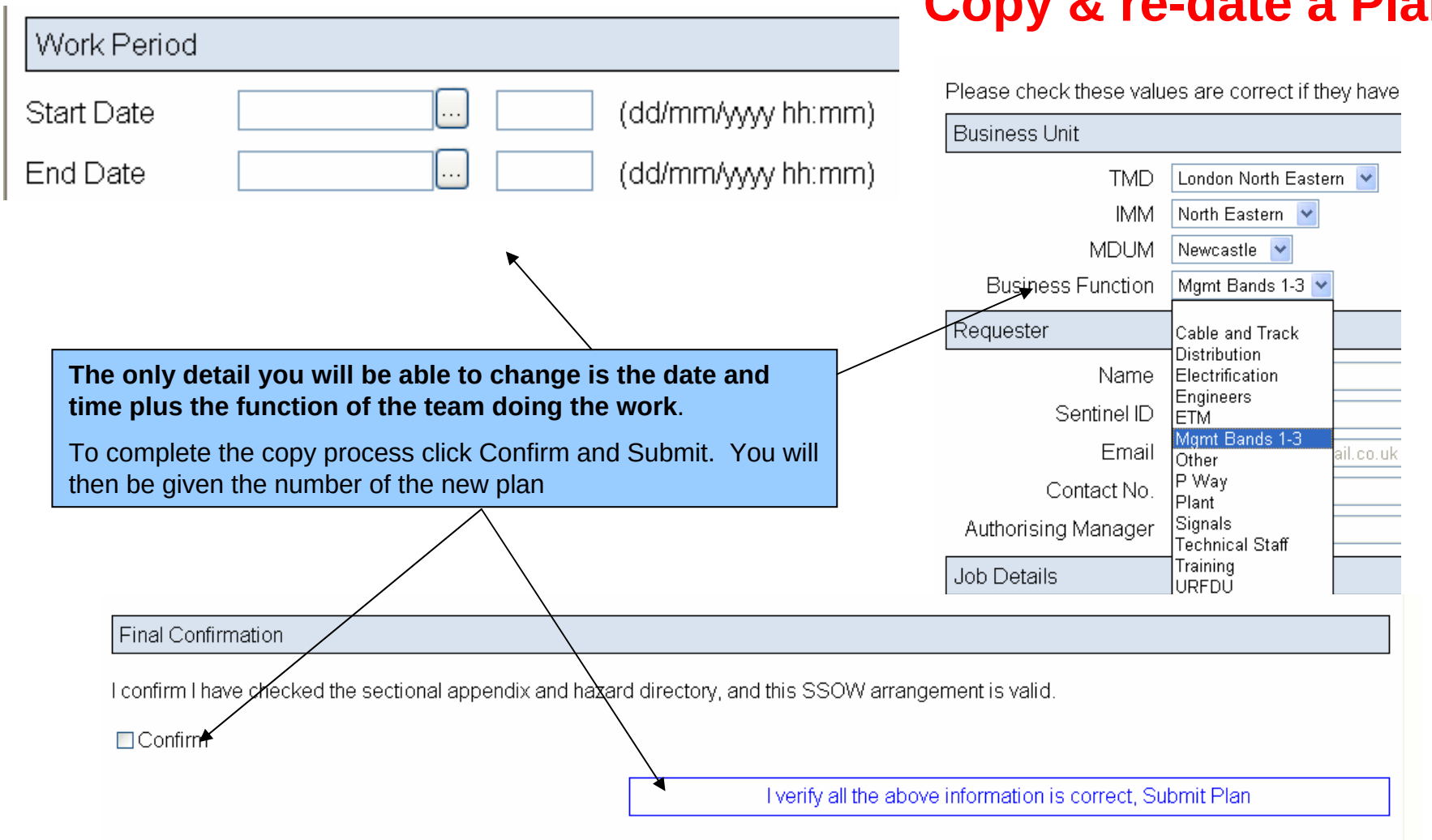




The system will now copy the plan and take you through the planning screens. You confirm each screen is valid by clicking next. **The only detail you will be able to change is the date and time plus the function of the team doing the work**. If you do not agree with any of the screens you must not continue with the copy process

Next

Copy & re-date a Plan.



The only detail you will be able to change is the date and time plus the function of the team doing the work.

To complete the copy process click Confirm and Submit. You will then be given the number of the new plan

Back to Contents page

Next

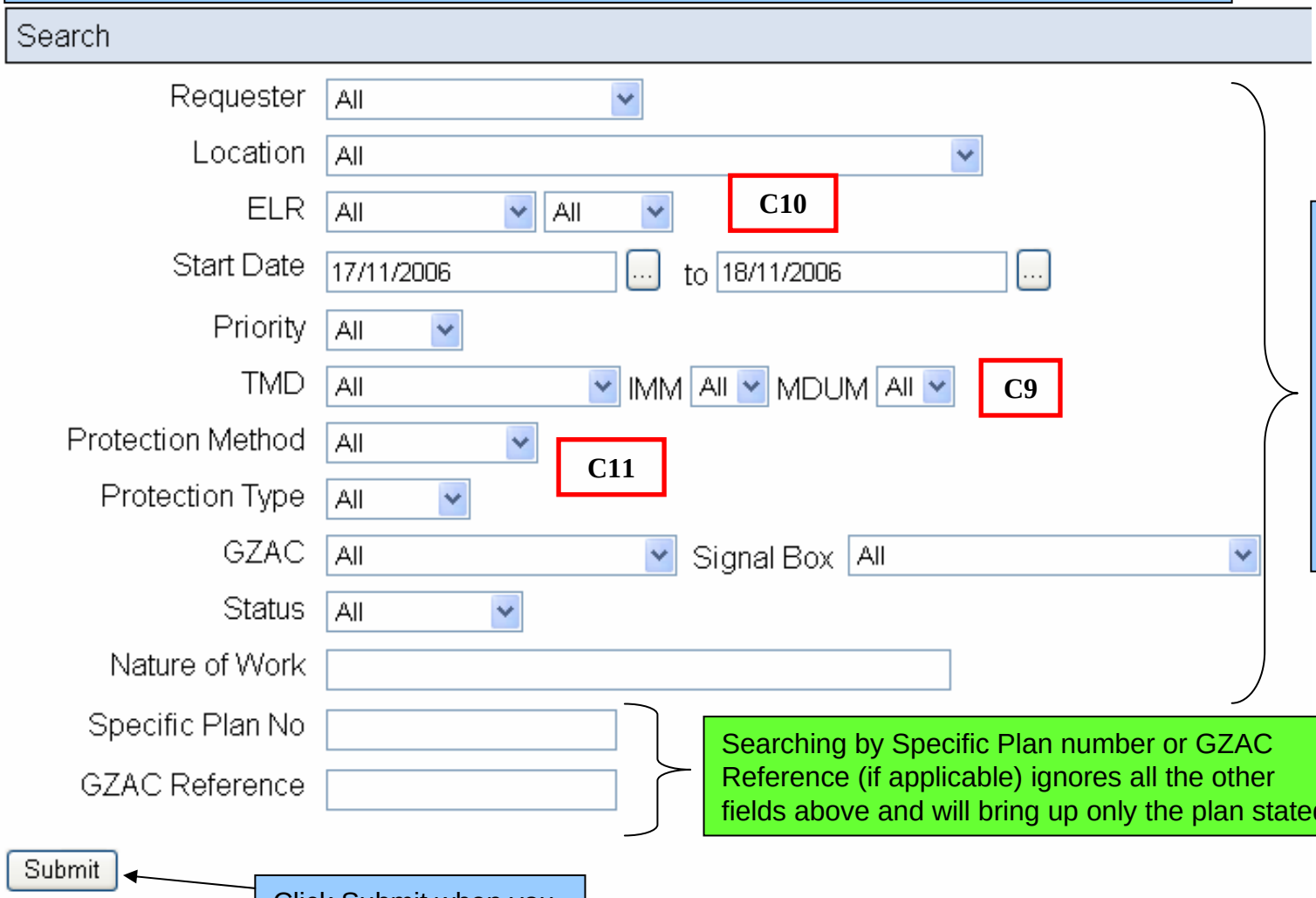
Searching.

Using the Search screen enables you to **find planned safe systems to view or use**.

By setting the filter options a search can be refined to be as specific as you wish

The more specific the search – the faster it will be (looking for less plans with matching criteria).

General searches will be slower and probably contain plans you are not interested in as a planner/manager.



Search using the filters to narrow the matching plans which will be found.

E.g. Search for plans input under your own name (or your planners name) between the dates you require etc.

Searching by Specific Plan number or GZAC Reference (if applicable) ignores all the other fields above and will bring up only the plan stated.

Click Submit when you are ready to Search

Return to Changes brief

Searching.

The plans found by a search appear on screen in this format. It shows the summary details for each plan;

The plans are **colour coded** to show **how far in advance** they are

Unique Reference No

Where

When

Work

Who planned

New printing options

over 7 days ahead | 5 - 7 days ahead | 48 hrs - 5 days ahead | 24 - 48 hrs ahead | next 24 hrs

Number of records: 35

Tick All | Untick all | Print Forms

1 2

Request No	Location (mileages)	Start Date	Work	Requester	Status	Print?
5969	Thirsk (10m 35yd - 13m 1700yd)	04/10/2006 02:00:00	Assett Inspection	Colin Lonie	autoaccepted	
5976	Wylam (W) LC (8m 40ch - 8m 60ch)	04/10/2006 07:30:00	Engineers Inspection	Colin Lonie	verified	
5989	Poynton (1m 1ch - 1m 1ch)	04/10/2006 16:10:00	test		verified	
5968	Thirsk (10m 35yd - 13m 1700yd)	05/10/2006 02:00:00	Assett Inspection		autoaccepted	
1416	Wylam (W) LC (4m 77ch - 5m 8ch)	05/10/2006 06:00:00	jhfjf		invalidated	
5975	Wylam (W) LC (8m 40ch - 8m 60ch)	05/10/2006 07:30:00	Engineers Inspection		verified	
6043	Wylam (W) LC (8m 35ch - 10m 40ch)	05/10/2006 07:30:00	Engineers Inspection		autoaccepted	
270	Corbridge (2m 2ch - 2m 22ch)	05/10/2006 08:00:00	wvgkwevgb	Colin Lonie	unverified	
6095	Prudhoe LC (10m 45ch - 10m 50ch)	05/10/2006 13:00:00	Platform Guaging	Colin Lonie	verified	
5967	Thirsk (10m 35yd - 13m 1700yd)	06/10/2006 02:00:00	Assett Inspection	Colin Lonie	autoaccepted	
5964	Thirsk (31m 1234yd - 31m 1245yd)	06/10/2006 02:00:00	wsgviews	Colin Lonie	autoaccepted	
5974	Wylam (W) LC (8m 40ch - 8m 60ch)	06/10/2006 07:30:00	Engineers Inspection	Colin Lonie	verified	
6042	Wylam (W) LC (8m 35ch - 10m 40ch)		ection	Colin Lonie	autoaccepted	
3629	Buxton SB (182m 0ch - 182m 10ch)		SSWPS	BRENDEN GALLIMORE	invalidated	
6094	Prudhoe LC (10m 45ch - 10m 50ch)			Colin Lonie	verified	
5966	Thirsk (10m 35yd - 13m 1700yd)	07/10/2006 02:00:00	Assett Inspection	Colin Lonie	autoaccepted	
5973	Wylam (W) LC (8m 40ch - 8m 60ch)	07/10/2006 07:30:00	Engineers Inspection	Colin Lonie	verified	
6041	Wylam (W) LC (8m 35ch - 10m 40ch)	07/10/2006 07:30:00	Engineers Inspection	Colin Lonie	autoaccepted	
6093	Prudhoe LC (10m 45ch - 10m 50ch)	07/10/2006 13:00:00	Platform Guaging	Colin Lonie	verified	
6040	Wylam (W) LC (8m 35ch - 10m 40ch)	08/10/2006 07:30:00	Engineers Inspection	Colin Lonie	autoaccepted	
6092	Prudhoe LC (10m 45ch - 10m 50ch)	08/10/2006 13:00:00	Platform Guaging	Colin Lonie	verified	
3428	HENLEY-ON-THAMES (31m 0ch - 32m 70ch)	09/10/2006 00:00:00	Maintenance Patrol	David Mitchell	invalidated	
1140	Wylam (W) LC (8m 13ch - 8m 17ch)	09/10/2006 03:30:00	Signal testing (L2)	Colin Lonie	unverified	

Status

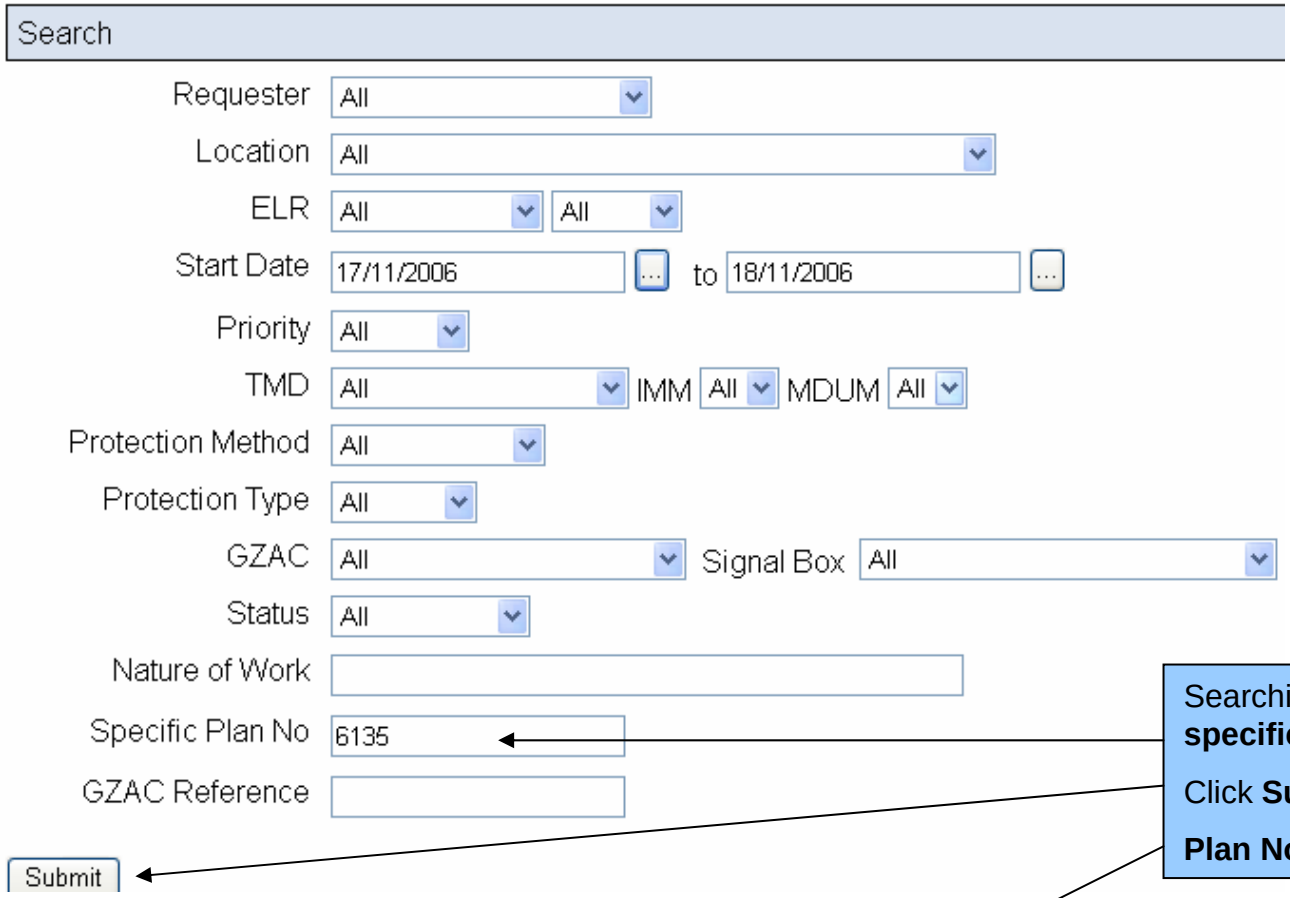
(see next page explanation)

Click on any of the underline links to view the full details input for a plan

Searching.
(What the Status means)

Status Column – what each category means	
Auto-Accepted	Plan input, confirmed and **VALID to print documents & issue to COSS**
Accepted	Confirmed Plan, including a T2 or T12, now accepted by GZAC. Plan **VALID to print documents & issue to COSS**.
With Changes	Confirmed Plan, including a T2 or T12, now accepted by GZAC with something changed in the submitted plan. Consider if any future plans in system should be edited/corrected. Plan **VALID to print documents & issue to COSS**.
Declined	Confirmed Plan, including a T2 or T12, declined by GZAC. Consider if any future plans in system should be edited/corrected. Plan NOT valid for issue.
Verified	Plan input and confirmed as required by planner
Un-Verified	Cyclic Plan input but not yet confirmed as required by planner
With GZAC	Confirmed Plan, including a T2 or T12, awaiting decision from GZAC. Plan NOT valid for issue.
In-validated	Plan originally input but now cancelled by planner
Failed	There has been a problem somewhere during the process and the plan has been lost. A fresh plan needs to be input by the planner

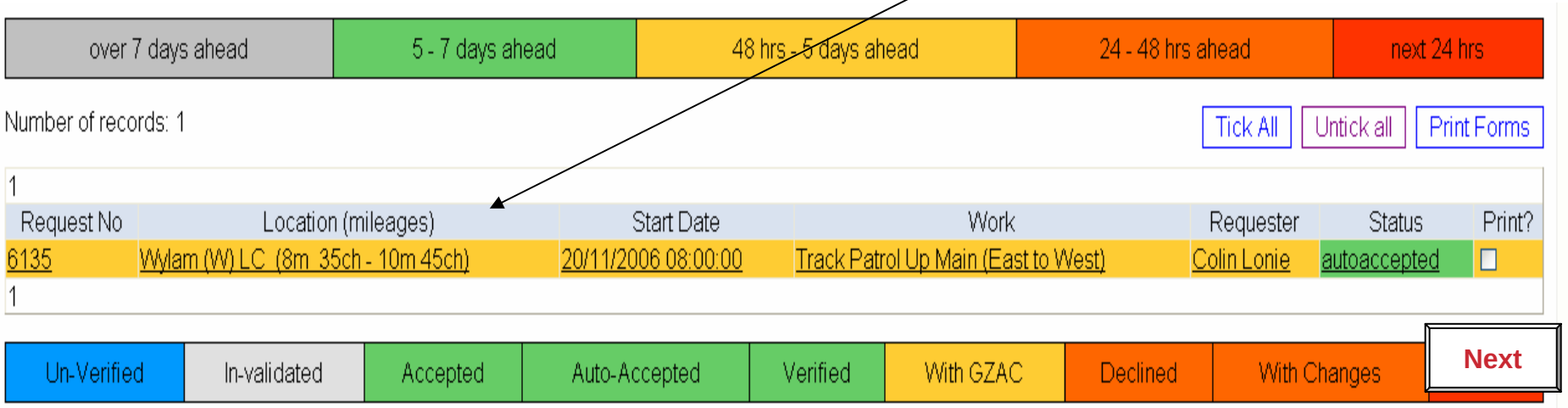
Searching.



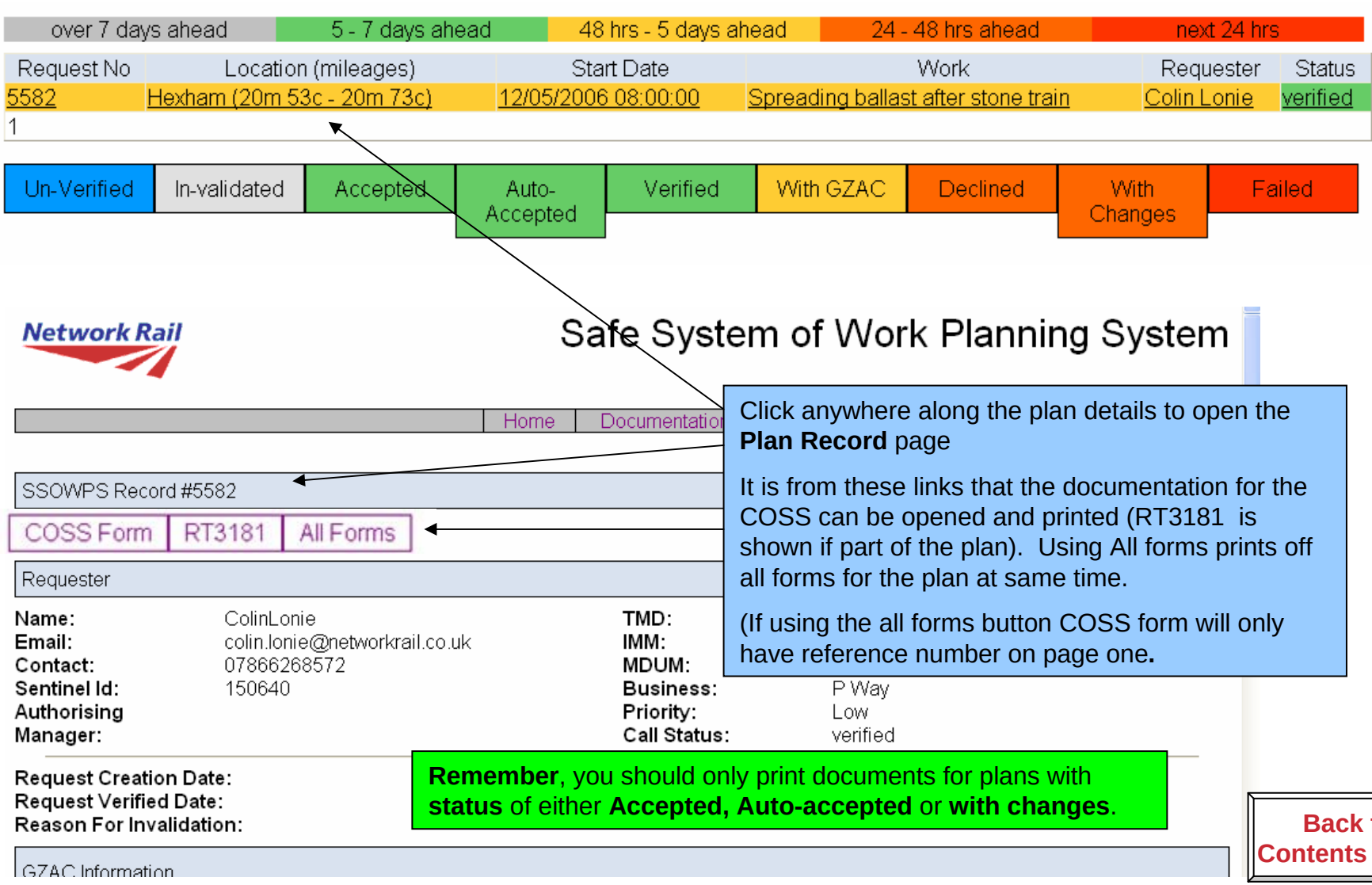
Searching in this example **specifically** for **Plan No 6135**

Click **Submit**

Plan No 6135 will be called up



Searching.



Click anywhere along the plan details to open the **Plan Record** page

It is from these links that the documentation for the COSS can be opened and printed (RT3181 is shown if part of the plan). Using All forms prints off all forms for the plan at same time.

(If using the all forms button COSS form will only have reference number on page one**.**

Remember, you should only print documents for plans with **status** of either **Accepted, Auto-accepted** or **with changes**.

Note. The SSOWPS Record satisfies the "Appendix B" requirement of the Rimini standard. It does not usually need to be printed out.

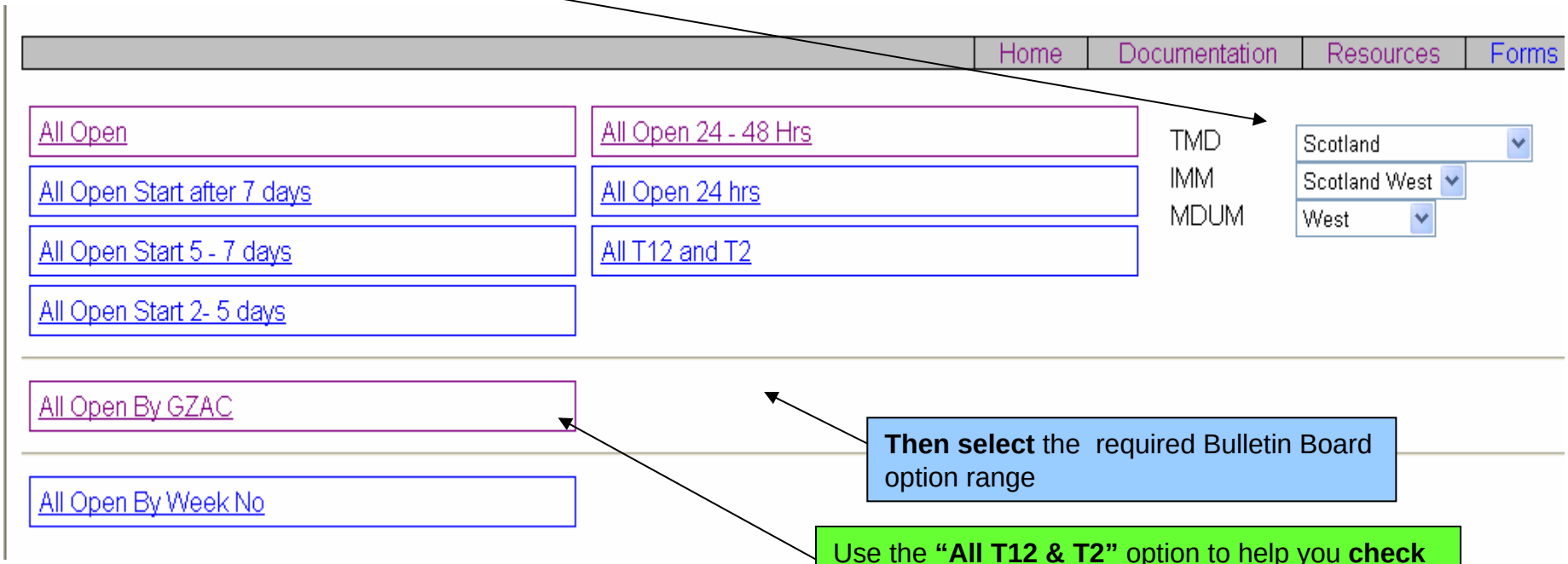
Back to Contents page

Next

Bulletin Boards.

Use the Bulletin Boards to see all plans that are in the system. This lets you see other existing plans that may affect your plan OR gives the opportunity, where possible, to share safe system arrangement resources

Use the filters to narrow the search down to your patch



Then select the required Bulletin Board option range

Use the **"All T12 & T2"** option to help you **check when a T2 or T12 has been dealt with** by the GZAC and see if it has been **accepted or not**.

Return to Changes brief

C12

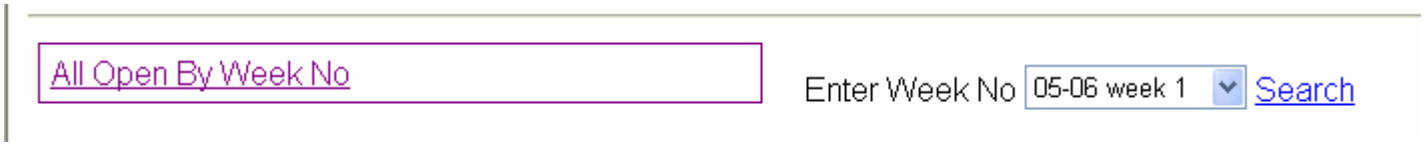
The plans found by the search will appear on screen

Bulletin Boards.

If you wish to search for All Open plans **by GZAC area** – after clicking on the option the GZAC locations will be offered for you to select the one you require – after which click search to get the results.

Note. It is the whole area covered by the GZAC – NOT just plans which include a T2/T12 which this search shows

If you wish to search for All Open plans **by Week Number** – after clicking on the option the weeks by year will be offered for you to select the one you require – after which click search to get the results



Bulletin Boards.
(How to read them)

The plans found by a search appear on screen in this format. It shows the summary details for each plan;

The plans are **colour coded** to show **how far in advance** they are

Unique Reference No

Where

When

Work

Who planned

New printing options

over 7 days ahead | 5 - 7 days ahead | 48 hrs - 5 days ahead | 24 - 48 hrs ahead | next 24 hrs

Number of records: 35

Tick All | Untick all | Print Forms

1 2

Request No	Location (mileages)	Start Date	Work	Requester	Status	Print?
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5989	Poynton (1m 1ch - 1m 1ch)	04/10/2006 16:10:00	test		verified	
5968	Thirsk (10m 35yd - 13m 1700yd)	05/10/2006 02:00:00	Assett Inspection		autoaccepted	
1416	Wylam (W) LC (4m 77ch - 5m 8ch)	05/10/2006 06:00:00	jhfjf		invalidated	
5975	Wylam (W) LC (8m 40ch - 8m 60ch)	05/10/2006 07:30:00	Engineers Inspection		verified	
6043	Wylam (W) LC (8m 35ch - 10m 40ch)	05/10/2006 07:30:00	Engineers Inspection		autoaccepted	
270	Corbridge (2m 2ch - 2m 22ch)	05/10/2006 08:00:00	wvgkwevgb	Colin Lonie	unverified	
6095	Prudhoe LC (10m 45ch - 10m 50ch)	05/10/2006 13:00:00	Platform Guaging	Colin Lonie	verified	
5967	Thirsk (10m 35yd - 13m 1700yd)	06/10/2006 02:00:00	Assett Inspection	Colin Lonie	autoaccepted	
5964	Thirsk (31m 1234yd - 31m 1245yd)	06/10/2006 02:00:00	wsgviews	Colin Lonie	autoaccepted	
5974	Wylam (W) LC (8m 40ch - 8m 60ch)	06/10/2006 07:30:00	Engineers Inspection	Colin Lonie	verified	
6042	Wylam (W) LC (8m 35ch - 10m 40ch)		ection	Colin Lonie	autoaccepted	
3629	Buxton SB (182m 0ch - 182m 10ch)		SSWPS	BRENDEN GALLIMORE	invalidated	
6094	Prudhoe LC (10m 45ch - 10m 50ch)			Colin Lonie	verified	
5966	Thirsk (10m 35yd - 13m 1700yd)	07/10/2006 02:00:00	Assett Inspection	Colin Lonie	autoaccepted	
5973	Wylam (W) LC (8m 40ch - 8m 60ch)	07/10/2006 07:30:00	Engineers Inspection	Colin Lonie	verified	
6041				Colin Lonie	autoaccepted	
6093				Colin Lonie	verified	
6040				Colin Lonie	autoaccepted	
6092				Colin Lonie	verified	
3428				David Mitchell	invalidated	
1140	Wylam (W) LC (8m 13ch - 8m 17ch)	09/10/2006 03:30:00	Signal testing (L2)	Colin Lonie	unverified	

Status

(see next page explanation)

Click on any of the underline links to view the full details input for a plan

Bulletin Boards show ALL plans by ALL planners for the option selected.

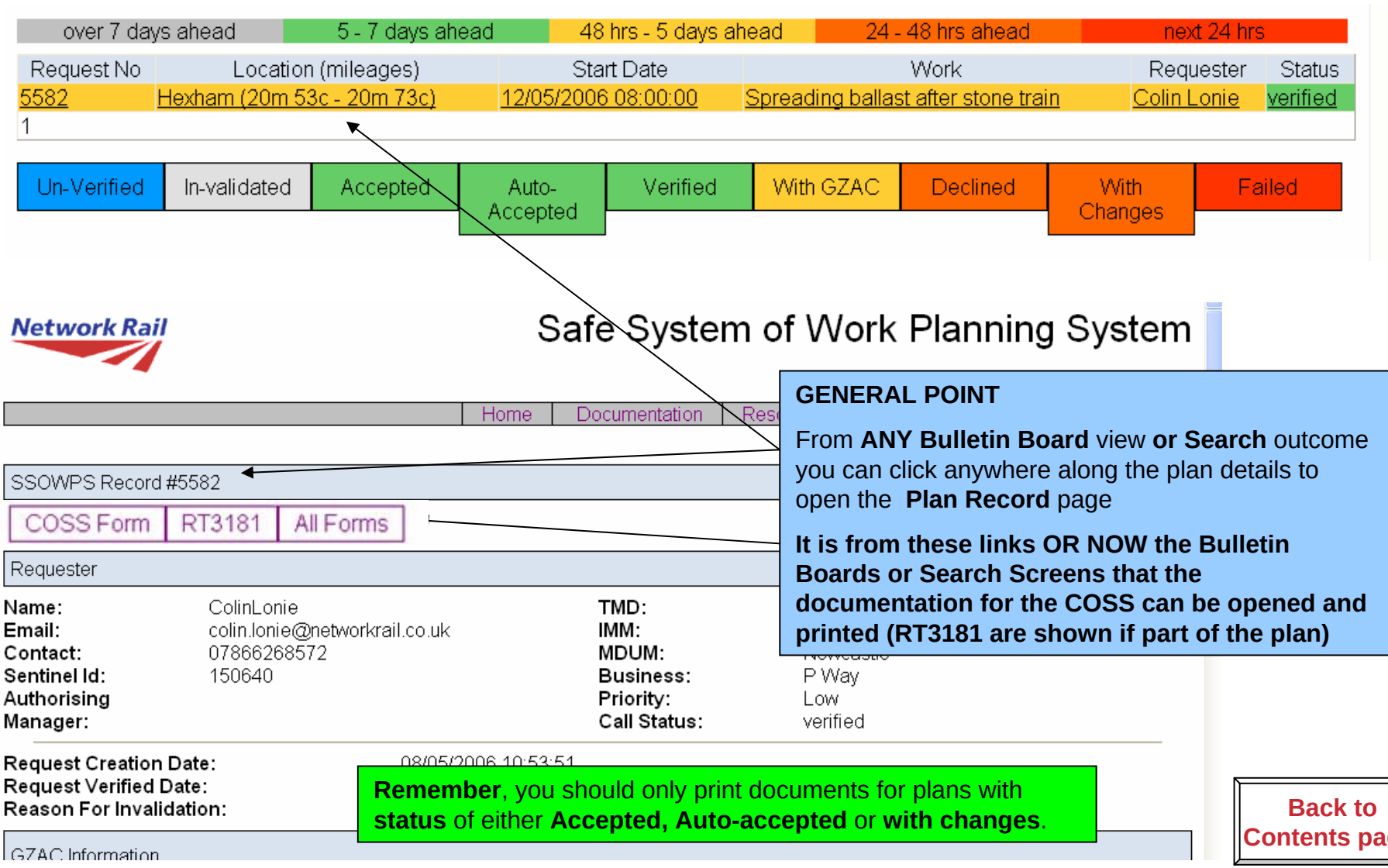
(This example from the test server mainly shows Colin Lonie plans because they were the majority content of the development server at the time)

Next

Bulletin Boards.
(What the Status means)

Status Column – what each category means	
Auto-Accepted	Plan input, confirmed and **VALID to print documents & issue to COSS**
Accepted	Confirmed Plan, including a T2 or T12, now accepted by GZAC. Plan **VALID to print documents & issue to COSS**.
With Changes	Confirmed Plan, including a T2 or T12, now accepted by GZAC with something changed in the submitted plan. Consider if any future plans in system should be edited/corrected. Plan **VALID to print documents & issue to COSS**.
Declined	Confirmed Plan, including a T2 or T12, declined by GZAC. Consider if any future plans in system should be edited/corrected. Plan NOT valid for issue.
Verified	Plan input and confirmed as required by planner
Un-Verified	Cyclic Plan input but not yet confirmed as required by planner
With GZAC	Confirmed Plan, including a T2 or T12, awaiting decision from GZAC. Plan NOT valid for issue.
In-validated	Plan originally input but now cancelled by planner
Failed	There has been a problem somewhere during the process and the plan has been lost. A fresh plan needs to be input by the planner

Bulletin Boards.



GENERAL POINT

From **ANY Bulletin Board** view **or Search** outcome you can click anywhere along the plan details to open the **Plan Record** page

It is from these links OR NOW the Bulletin Boards or Search Screens that the documentation for the COSS can be opened and printed (RT3181 are shown if part of the plan)

Remember, you should only print documents for plans with **status** of either **Accepted, Auto-accepted** or **with changes**.

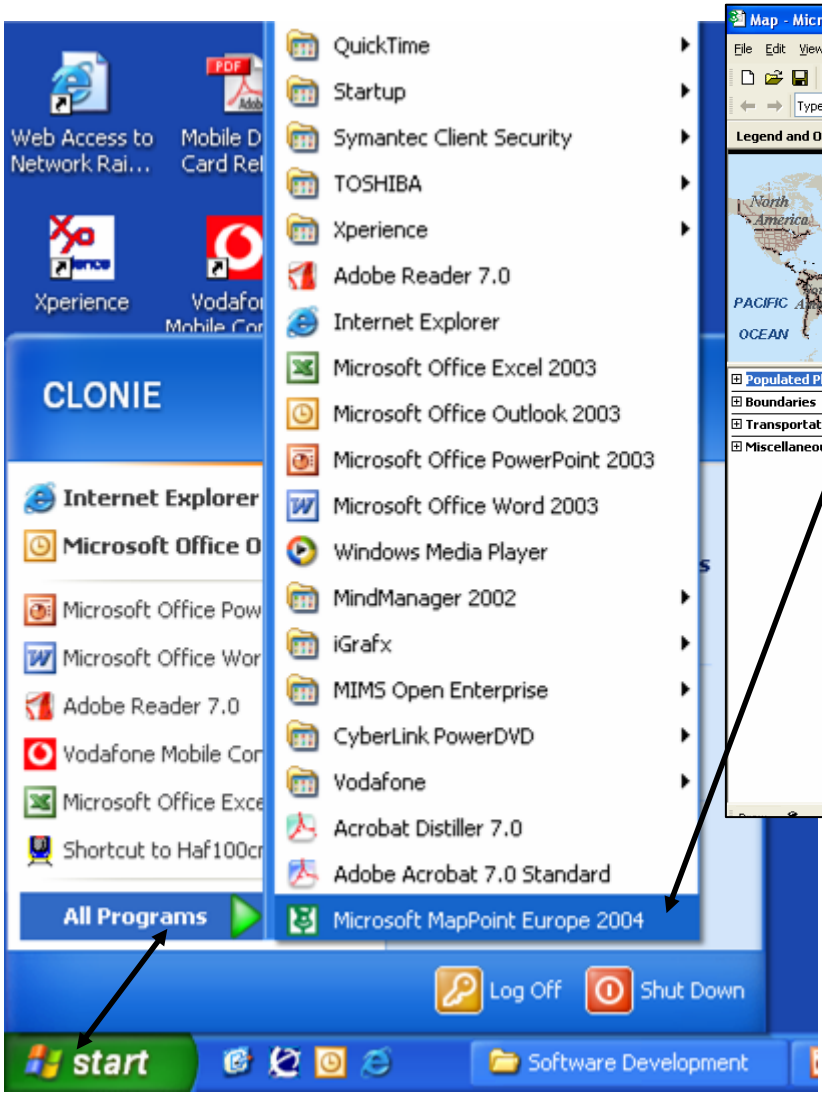
Note. The SSOWPS Record satisfies the "Appendix B" requirement of the Rimini standard. It does not usually need to be printed out.

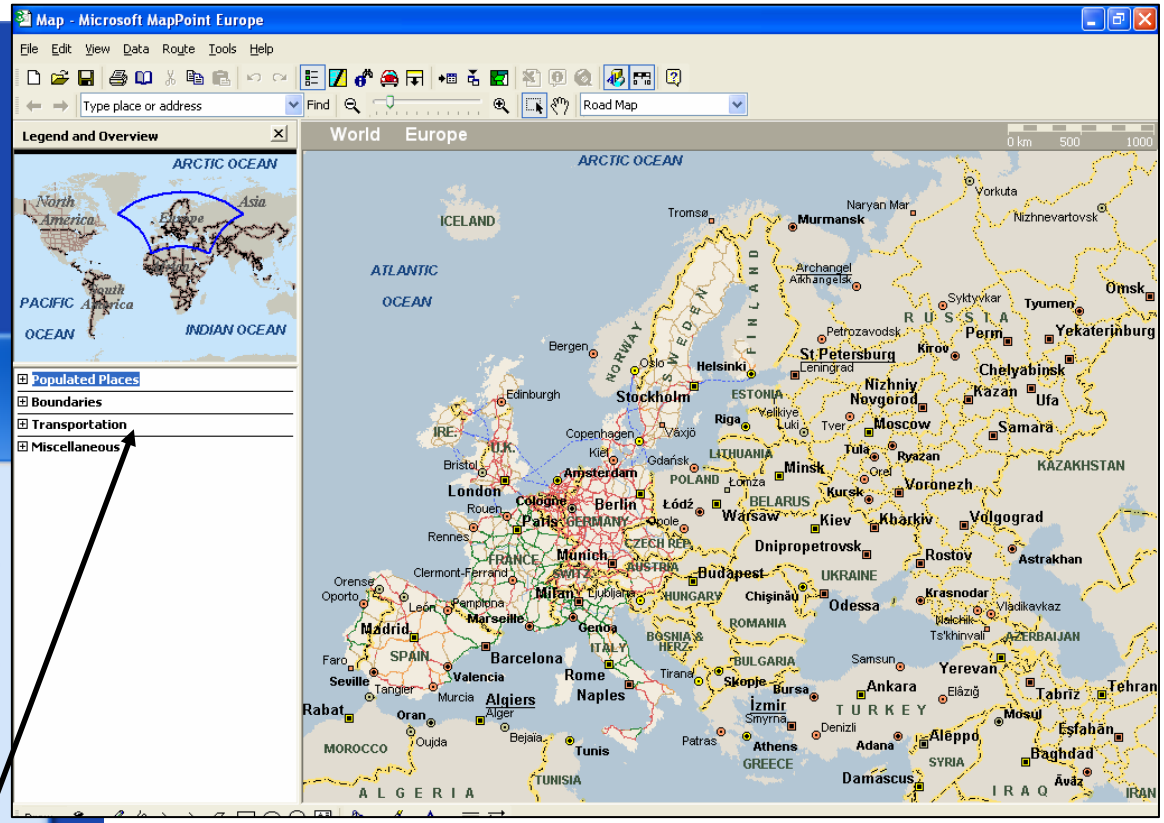
Back to Contents page

Next

Maps.

To get the views of planned work on the next pages you will need to log a request with IM to get **Map-point software** (£90) and be added to the **shared area** directory (**V:/NE/YK01GROUPS/SSOWPS-MAPS**)

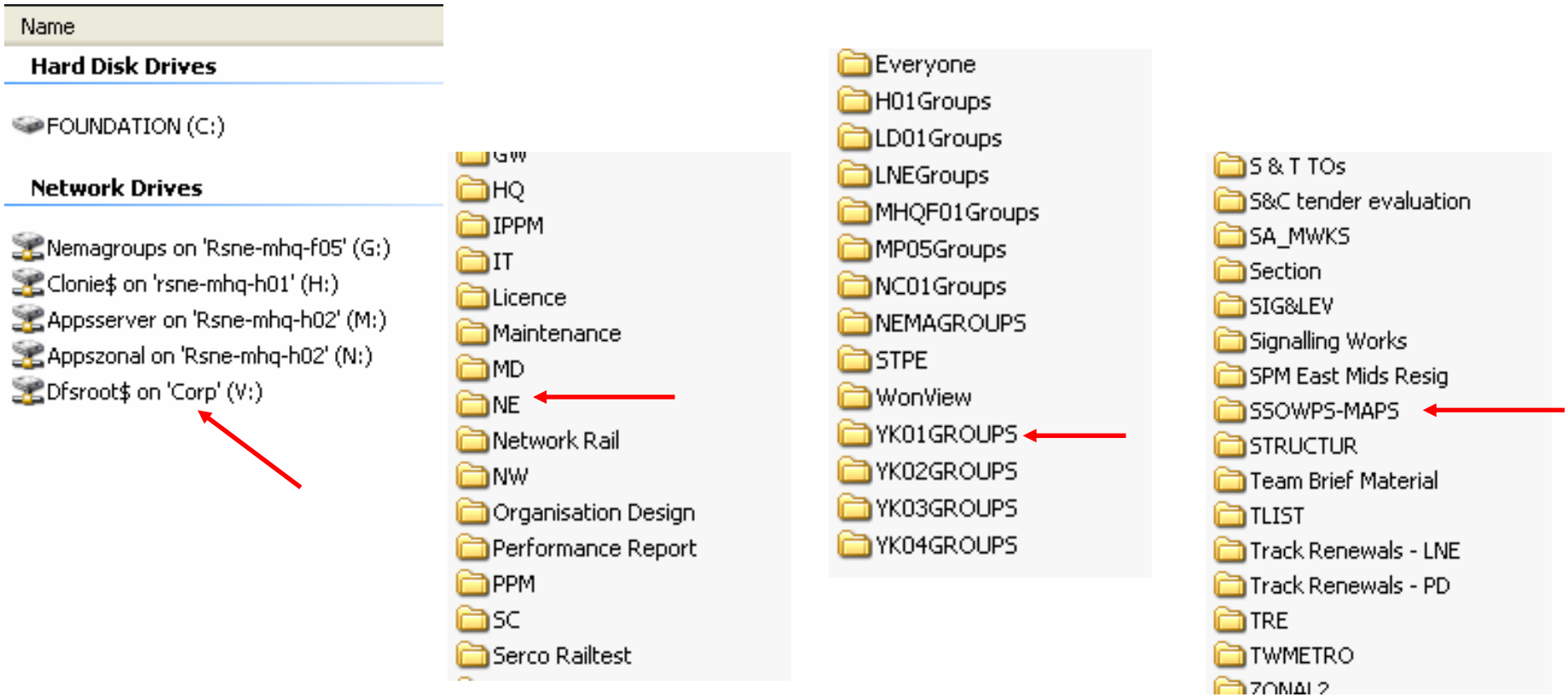




Shared Area = **V:/NE/YK01GROUPS/SSOWPS-MAPS**

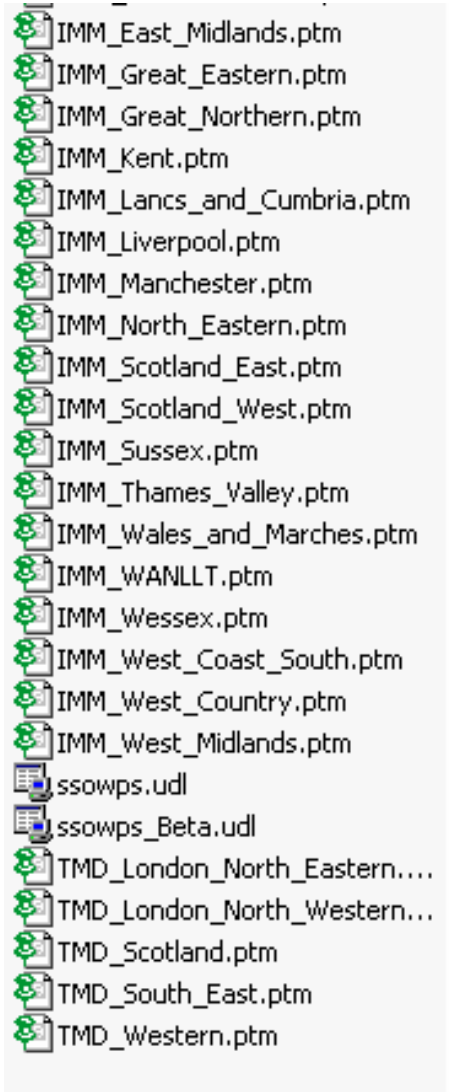
Maps.

To find your way to the shared area from your “My Computer” icon (normally top left hand corner of screen desk top). Double click the route shown



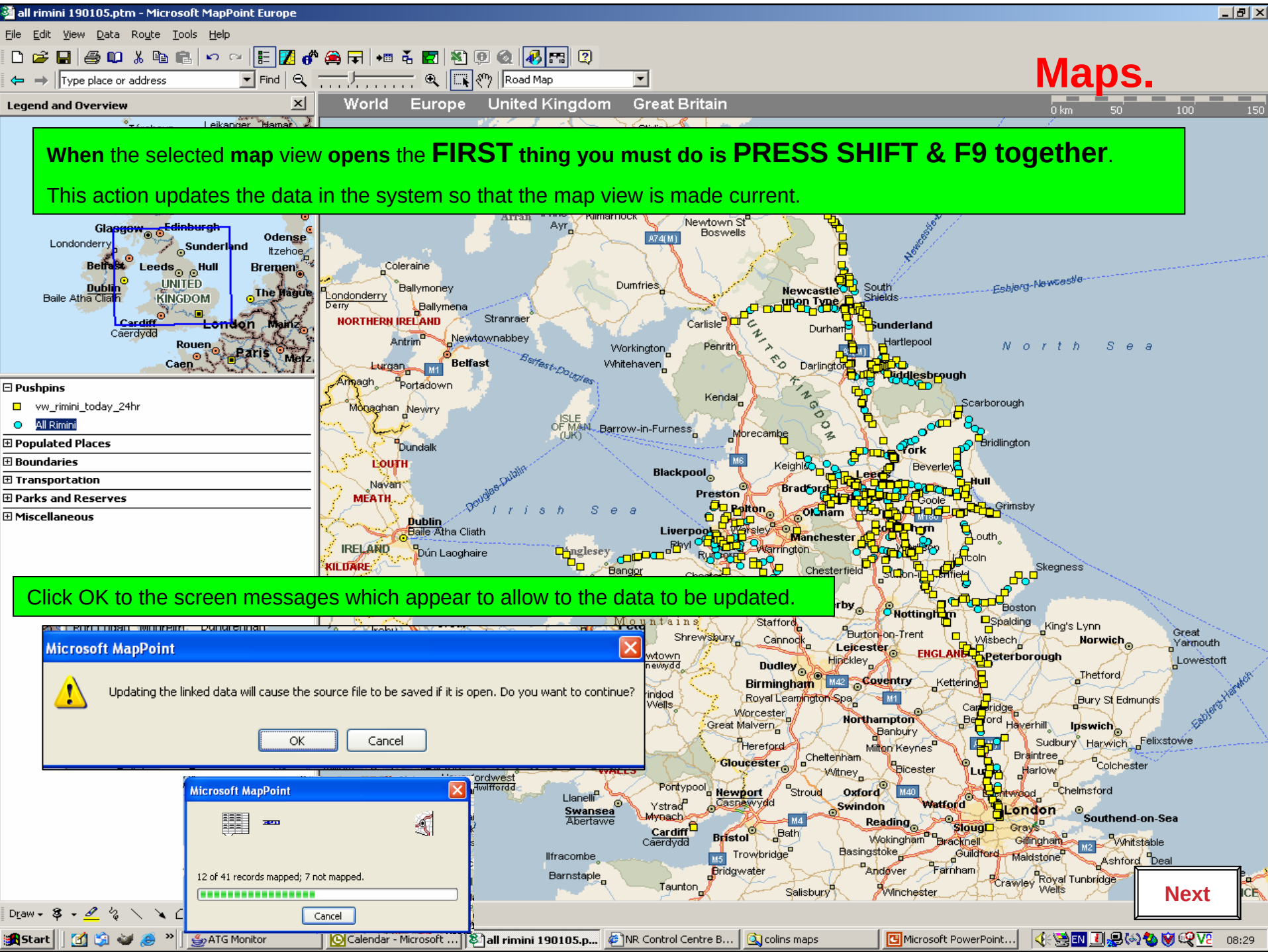
Having found the shared directory it is suggested that you “right click” and “create shortcut on desktop”

Maps.

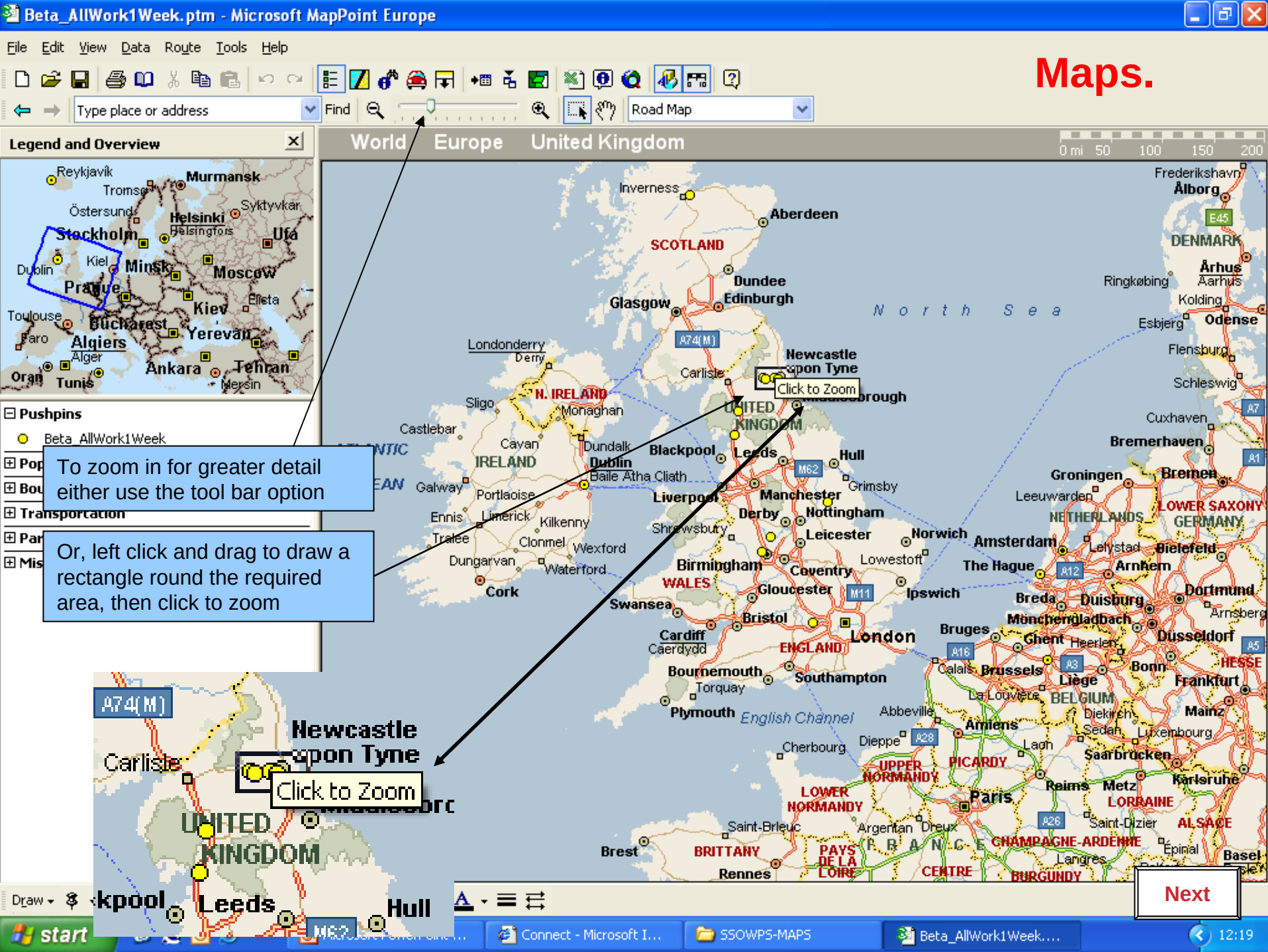


The shared directory contains map files for each Territory and for each IMM area within each Territory.

Select the file which contains the maps you wish to view by double clicking on it.


all rimini 190105.ptm - Microsoft MapPoint Europe
File Edit View Data Route Tools Help
Type place or address
Find
Road Map
Maps.
Legend and Overview
World Europe United Kingdom Great Britain
0 km 50 100 150
When the selected map view opens the FIRST thing you must do is PRESS SHIFT & F9 together.
This action updates the data in the system so that the map view is made current.
Pushpins
vw_rimini_today_24hr
All Rimini
Populated Places
Boundaries
Transportation
Parks and Reserves
Miscellaneous
Click OK to the screen messages which appear to allow to the data to be updated.
Microsoft MapPoint
Updating the linked data will cause the source file to be saved if it is open. Do you want to continue?
OK
Cancel
Microsoft MapPoint
12 of 41 records mapped; 7 not mapped.
Cancel
Next
Draw
Start
ATG Monitor
Calendar - Microsoft ...
all rimini 190105.p...
NR Control Centre B...
colins maps
Microsoft PowerPoint...
08:29

Maps.


Beta_AllWork1Week.ptm - Microsoft MapPoint Europe
File Edit View Data Route Tools Help
Type place or address
Find
Road Map
Legend and Overview
Pushpins
Beta_AllWork1Week
Transportation
World Europe United Kingdom
0 mi 50 100 150 200
To zoom in for greater detail either use the tool bar option
Or, left click and drag to draw a rectangle round the required area, then click to zoom
Click to Zoom
Newcastle upon Tyne
Carlisle
UNITED KINGDOM
Leeds
Hull
Blackpool
Liverpool
Manchester
Sheffield
Nottingham
Leicester
Derby
Birmingham
Coventry
Gloucester
Bristol
Swansea
Cardiff
London
Southampton
Bournemouth
Plymouth
Torquay
Cork
Dublin
Belfast
Glasgow
Edinburgh
Aberdeen
Inverness
Dundee
SCOTLAND
N. IRELAND
IRELAND
WALES
ENGLAND
North Sea
English Channel
Amsterdam
Rotterdam
The Hague
Utrecht
Arnhem
Groningen
Bremen
Hamburg
Dortmund
Duisburg
Düsseldorf
Frankfurt
Mannheim
Karlsruhe
Stuttgart
Mainz
Bonn
Cologne
Aachen
Brussels
Ghent
Bruges
Antwerp
Liège
Luxembourg
Metz
Reims
Paris
Amiens
Lille
Calais
Dunkirk
Le Havre
Rouen
Caen
Cherbourg
Brest
Rennes
Nantes
Bordeaux
Toulouse
Marseille
Lyon
Strasbourg
Nancy
Dijon
Geneva
Basel
Zurich
Munich
Nuremberg
Frankfurt
Berlin
Hannover
Bremerhaven
Cuxhaven
Esbjerg
Aalborg
Aarhus
Odense
Copenhagen
Malmö
Gothenburg
Oslo
Stockholm
Helsinki
St Petersburg
Moscow
Minsk
Kiev
Warsaw
Prague
Vienna
Budapest
Bucharest
Belgrade
Sofia
Athens
Istanbul
Ankara
Yerevan
Tehran
Algiers
Tunis
Palermo
Rome
Naples
Milan
Turin
Venice
Florence
Madrid
Barcelona
Valencia
Seville
Lisbon
Porto
Gibraltar
Reykjavik
Murmansk
Tromsø
Syktyvkar
Ufa
Kiel
Dublin
Toulouse
Faro
Oran
Alger
Tunis
Next
start
Connect - Microsoft I...
SSOWPS-MAPS
Beta_AllWork1Week....
12:19

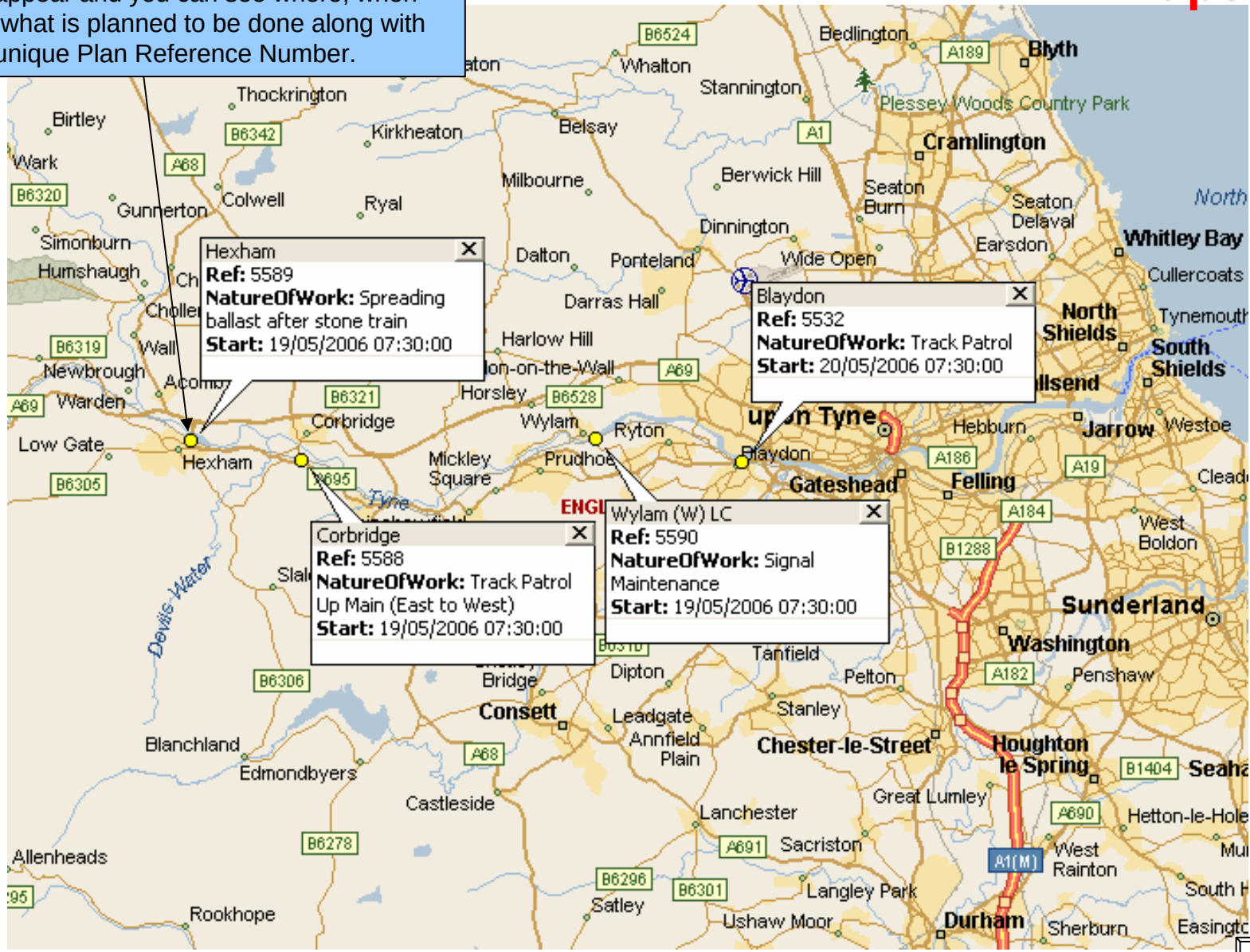
Maps.


Northumberland National Park
West Woodburn
Ridsdale
Kirkwhelpington
Bellingham
Hartburn
Mitford
Morpeth
Ashington
Guide Post
Cambois
Meldon
Whalton
Capheaton
Bedlington
Blyth
North Sea
Thockrington
Stannington
Plessey Woods Country Park
Birtley
Wark
Kirkheaton
Belsay
Cramlington
Gunnerton
Milbourne
Berwick Hill
Seaton Burn
Seaton Delaval
Simonburn
Barrasford
Ryal
Dinnington
Wide Open
Whitley Bay
Matfen
Dalton
Ponteland
Earsdon
Cullercoats
Humshaugh
Chollerton
Darras Hall
Newcastle International Airport
North Shields
Tynemouth
Chollerford
Harlow Hill
Longbenton
South Shields
Wall
Newbrough
Warden
Acomb
Horsley
Newcastle upon Tyne
Wallsend
Westoe
Haydon Bridge
Corbridge
Wylam
Hebburn
Jarrow
Hexham
Mickley Square
Prudhoe
Ryton
Low Gate
ENGLAND
Gateshead
Cleadon
Whitburn
Stocksfield
Painshawfield
Felling
West Boldon
Catton
Slaley
Rowlands Gill
Whickham
Allendale Town
Whittonstall
Chopwell
Burnopfield
Washington
Sunderla
Ebchester
Tanfield
Shotley Bridge
Dipton
Stanley
Pelton
Penshaw
Studdon
Blanchland
Chester-le-Street
Houghton le Spring
Edmondby
Great Lumley
Hetton-le-Hole
Allenheads
Sacriston
West Rainton
Murton
Langley Park
South Hetton
Rookhope
Satley
Ushaw Moor
Durham
Peterlee
Wear Head
Stanhope
Tow Law
New Brancepeth
Brandon
Thornley
St John's Chapel
Westgate
Blackhall Roc
Increased scale of detail showing locations of planned work as yellow dots

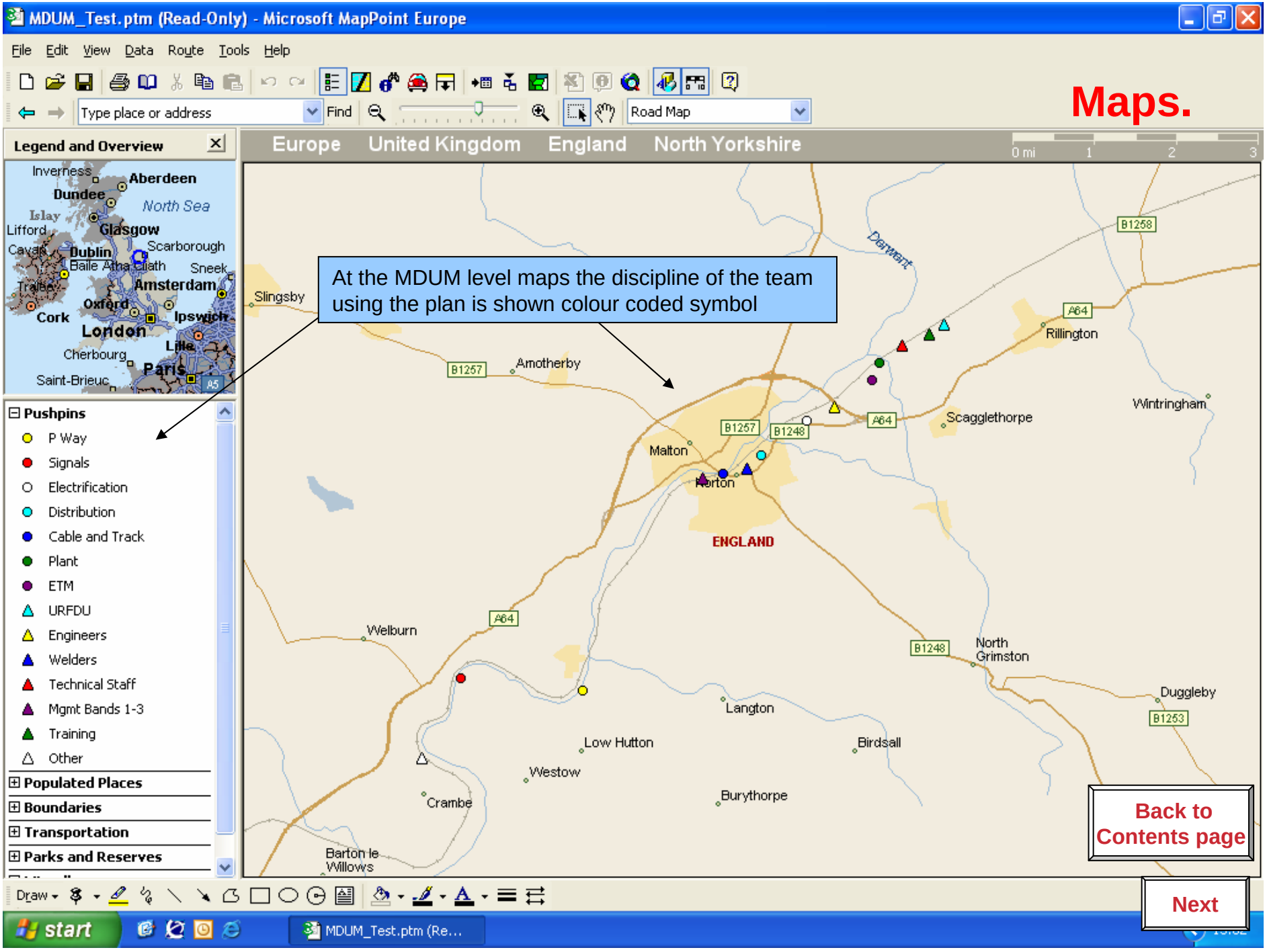
Next

Maps.

By double clicking on the yellow dots “flags” will appear and you can see where, when and what is planned to be done along with the unique Plan Reference Number.



Next


MDUM_Test.ptm (Read-Only) - Microsoft MapPoint Europe
File Edit View Data Route Tools Help
Type place or address
Find
Road Map
Maps.
Legend and Overview
Europe
United Kingdom
England
North Yorkshire
0 mi 1 2 3
At the MDUM level maps the discipline of the team using the plan is shown colour coded symbol
Pushpins
P Way
Signals
Electrification
Distribution
Cable and Track
Plant
ETM
URFDU
Engineers
Welders
Technical Staff
Mgmt Bands 1-3
Training
Other
Populated Places
Boundaries
Transportation
Parks and Reserves
Inverness
Aberdeen
Dundee
North Sea
Islay
Lifford
Glasgow
Scarborough
Dublin
Baile Atha Cliath
Sneek
Amsterdam
Oxford
Cork
Ipswich
London
Lille
Cherbourg
Paris
Saint-Brieuc
Slingsby
Amotherby
B1257
B1258
A64
Rillington
Scagglethorpe
Wintringham
B1248
Malton
Norton
ENGLAND
Welburn
North Grimston
Duggleby
B1253
Langton
Low Hutton
Birdsall
Westow
Crambe
Burythorpe
Barton le Willows
Back to Contents page
Next
Draw
start
MDUM_Test.ptm (Re...

Print COSS Pack.

Identify the **single plan or range of plans** for which documentation is required **from** either the **Bulletin Board** or **Search** outcome screen.

Then **tick to select the plans documentation is required for**. You can either use the Tick all button, or hover the mouse over the specific plan required and "left click" to tick it.

When you have the required plans ticked press the Print Forms button.

Remember, you should only print documents for plans with **status** of either **Accepted, Auto-accepted** or **with changes**.

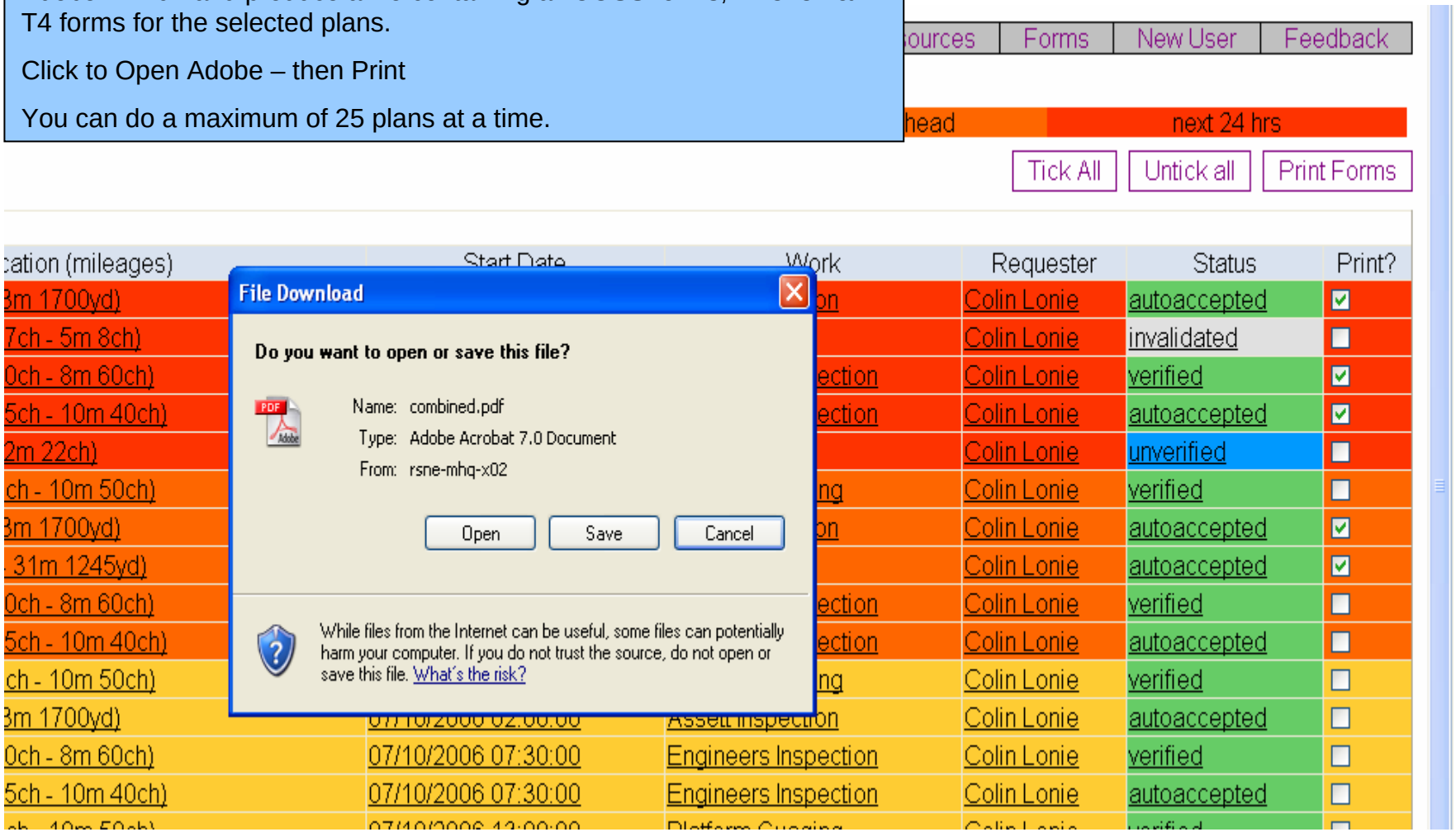
Print COSS Pack.

When you have the required plans ticked press the Print Forms button.

Adobe will run and produce a file containing all COSS forms, RT3181 & T4 forms for the selected plans.

Click to Open Adobe – then Print

You can do a maximum of 25 plans at a time.



Print COSS Pack.

All documents for plans selected will be available to print. Documents are still done page by page to give to COSS.

This example have 5 plans with a mixture of COSS forms and 3181 forms totalling 17 pages

RECORD OF SITE SAFETY ARRANGEMENTS AND BRIEFING FORM

FOR SSOWPS REF No. 5968 **Status** autoaccepted **GZAC Ref**

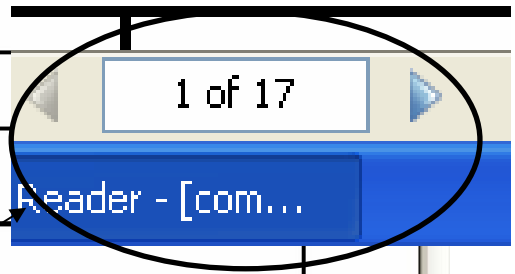
GENERAL INFORMATION

Name of COSS/IWA	**Sentinel Card No**
Start Date 05/10/2006 02:00:00	**End Date** 05/10/2006 04:00:00
Business Function Mgmt Bands 1-3	**MDUM** Newcastle
Nature of Work Assett Inspection	
Location Thirsk	tgb rtg
Start Mileage 10 m 35 yd	**End Mileage** 13 m 1700 yd
How to contact the signaller in an emergency	
Wylam	Tel 01661 99999

Line	Direction	Opn/Blk	Speed	From	To	Protecting
Down Slow TEST	UNI	Open	25	SIG	SIG	

Planned safe system for access and egress arrangements to/from working area	Red Zone with Lookout(s) only Autocomplete test
Hazards associated with access/egress (conductor rails, tripping, vegetation, overhead cables or OLE)	
Hazards associated with the site (conductor rails, tripping, vegetation, overhead cables or OLE, buried services, etc.)	Restricted Clearance
Limits of the working area and how these are defined	
Permit to work arrangements (AC or DC lines) if appropriate. If no permit to work is held electrified line are live	

SAFE SYSTEM OF WORK



Next

Print COSS Pack.

OR, Open the Plan Record page - from either the **Bulletin Board** or **Search** outcome screen (click on any of the underlined links)

over 7 days ahead | 5 - 7 days ahead | 48 hrs - 5 days ahead | 24 - 48 hrs ahead | next 24 hrs

Number of records: 212

Remember, you should only print documents for plans with **status** of either **Accepted, Auto-accepted** or **with changes**.

Tick All | Untick all | Print Forms

1 2 3 4 5 6 7 8 9

Request No	Location (mileages)	Start Date	Work	Requester	Status	Print?
5968	Thirsk (10m 35yd - 13m 1700yd)	05/10/2006 02:00:00	Assett Inspection	Colin Lonie	autoaccepted	
1416	Wylam (W) LC (4m 77ch - 5m 8ch)	05/10/2006 06:00:00	jhfjf	Colin Lonie	invalidated	
5975	Wylam (W) LC (8m 40ch - 8m 60ch)	05/10/2006 07:30:00	Engineers Inspection	Colin Lonie	verified	
6043	Wylam (W) LC (8m 35ch - 10					
270	Corbridge (2m 2ch - 2m 22ch					
6095	Prudhoe LC (10m 45ch - 10m					
5967	Thirsk (10m 35yd - 13m 1700					
5964	Thirsk (31m 1234yd - 31m 12					
5974	Wylam (W) LC (8m 40ch - 8m					

SSOWPS Record #6095

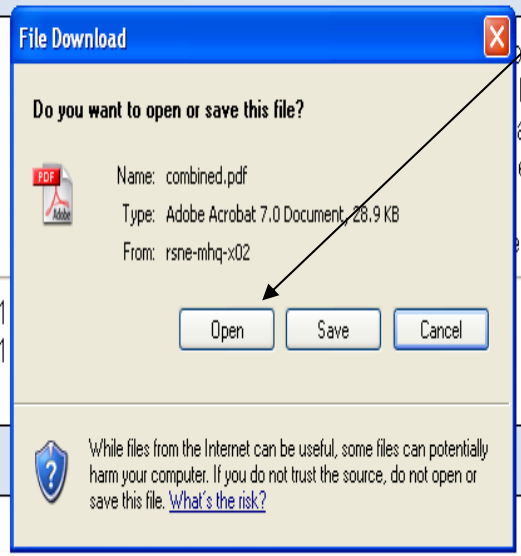
COSS Form | RT3181 | All Forms

Requester

Name: ColinLonie
Email: colin.lonie@networkrail.co.uk
Contact: 07866268572
Sentinel Id: 150640

04/10/2006 1
04/10/2006 1

GZAC Ref No:
Changes made:
Alternatives:



The documents for printing & issue to the COSS/IWA are within the links along here.

There is always a COSS form, if there is a T2 or T12 – a RT3181 form, or T4 form

You **do NOT print off this record page** as shown here to give to the COSS.

Click on the COSS Form button and Adobe "Open" prompt to view, then print the forms.

This is the GZAC Reference Number, if appropriate

Next

RT9909 COSS Form example

Print COSS Pack.

RECORD OF SITE SAFETY ARRANGEMENTS AND BRIEFING FORM

FOR SSOWPS REF No. 6095	**Status** verified		**GZAC Ref**
GENERAL INFORMATION			
Name of COSS/IWA		**Sentinel Card No**	
Start Date 05/10/2006 13:00:00		**End Date** 05/10/2006 16:00:00	
Business Function Engineers		**MDUM** Newcastle	
Nature of Work Platform Guaging			
Location Prudhoe LC		Station	
Start Mileage 10 m 45 ch		**End Mileage** 10 m 50 ch	
How to contact the signaller in an emergency			
Prudhoe		Tel 01661 888888	

Line	Direction	Opn/Blk	Speed	From	To	Protecting
Up Main	UNI	Open	70	SIG	SIG	
Down Main	UNI	Blocked	70	SIG P123	SIG P125	

Planned safe system for access and egress arrangements to/from working area	Red Zone with Lookout(s) only from end of Up side platform ramp
Hazards associated with access/egress (conductor	
Permit to work arrangements (AC or DC lines) if appropriate. If no permit to work is held electrified line are live	

SAFE SYSTEM OF WORK

Tick the relevant box. Only tick the "Planned" column if you have been provided with planned safe system of work.	Walking on or near the line to/from the working area		Whilst carrying out the work	
	Planned	Actual	Planned	Actual
Safeguarded Green Zone All Blocked	No		No	
Fenced or Separated Green Zone with one or more lines blocked	No		No	
Fenced Green Zone	No		No	
Separated Green Zone	No		No	
Red Zone blocking one or more lines for a position of safety	No		Yes	
Red Zone with ATWS	No		No	
Red Zone with TOWS	No		No	
Red Zone with LOWS	No		No	
Red Zone with PeeWee	No		No	
Red Zone with Lookout(s) only	Yes		No	
Reason and authority for change from planned safe system of work, if appropriate				

GREEN ZONE WORKING ARRANGEMENTS

Type of fence & distance (fenced only)	
Separation distance (separated only)	
How Site Warden will give the warning	

FOR SSOWPS REF No. 6095

RED ZONE WORKING ONLY

How the warning will be given	
Location(s) of position(s) of safety	

Planned Resource

Detail of any SEPARATED GREEN ZONE Site Wardens, RED ZONE ATWS Operator or RED ZONE Lookouts (TOWS, LOWS, Pee Wee, distant intermediate, site machine or touch)

Name	Sentinel Card No.	Location	Role

Calculation of Required Warning Time and Sighting Distance

	Up Trains		Dn Trains	
Time Needed to Stop Work and Down Tools		sec		sec
Total Warning Time Needed				
Linespeed				
Warning Distance Needed				
Sighting Distance Available				
How was Sighting Distance Calculated?				
Does Sighting Distance available equal or exceed Warning Distance Needed?	yes / no if yes, appoint lookouts and proceed			
If no, appoint distance Lookout(s) to achieve necessary sighting and add an extra 5 seconds for each additional Lookout		sec		sec
Does new Sighting Distance available equal or exceed new Warning Distance Needed?	yes / no if yes, appoint lookouts and proceed			
Has a lookout(s) been appointed and identified to the group?	yes / no			
Method of Warning				

Declaration (each member of the group to sign to confirm they have understood the briefing)

Signature	Sentinel Card No	Signature	Sentinel Card No
This Plan was prepared by	Colin Lonie		

COSS/IWA DECLARATION. I have made the above arrangements and am satisfied that all members of the work group understand the safe system of work.

Signature	

The part completed COSS form contains planned details **PLUS** an extract from the Hazard directory of items **selected by the planner** which may impact on a safe system intended to prevent staff being struck by trains

Signed copies of COSS forms from site need only be retained for **3 months** for accident/incident investigation purposes. After that time they can be disposed of. Computer system holds unsigned copy of all documents for ever

Next

RT9909 COSS Form example

Print COSS Pack.

FOR SSOWPS REF No. 6096

National Hazard Directory Details							
Please note the following hazard distances are in miles and yards, and are for indication purposes only. Please verify the information provided against the actual hazard directory if required, as this information may be subject to rounding errors.							
Territory	ELR	Location	Hazard	Pos	Line	Start	End
Current Page							
LNEZ	ECM5	SIG Y422 SPT	Restricted Clearance			21.0537	21.0537
LNEZ	ECM5	Town Bridge	Restricted Clearance			21.1320	21.1430
LNEZ	ECM5	SIG Y423 SPT	Restricted Clearance			21.1378	21.1378
LNEZ	ECM5	Near Green Lane	Red Zone Working Prohibited			21.1391	21.1476
LNEZ	ECM5	Thirsk Station	Restricted Clearance			22.0352	22.0352
LNEZ	ECM5	SIG Y429 SPT	Restricted Clearance			22.1234	22.1234
LNEZ	ECM5	SIG Y429 SPT	Restricted Clearance			22.1234	22.1234
LNEZ	ECM5	Thirsk South Junction	Restricted Sighting			22.1320	24.1320

Page last of the COSS form shows an extract from the hazard directory of the hazards which affect the planned safe system of work that the planner has included.

RT 3181 Form example

Print COSS Pack.

Line Blockage Form (T12/T2)

RT3181: page 1

Section 1 General arrangements

WON/GZAC No. *(if applicable)*	756142	Circle your role	IWA	COSS	PC	signaller
Name of IWA/COSS/PC		Name of signaller				
Phone Number		Signalbox	York (Leeds West)		Panel/workstation	
Employer	Network Rail	Phone Number	01904-522644			

Circle the type of line blockage	T12	T2A	T2D	T2H	T2T	T2X
	Yes					

Time needed for the work	hrs	mins

Line to be blocked	Between (signal/points)	And (signal/points)	Protecting signal(s)
UP MIDLAND	L3858	L3854	
DOWN MIDLAND	L3859	L3633	
UW CURVE	L3862	L3854	
DW CURVE	L3864	L3854	

If a T2 is being taken, go to page 2 and complete -

Appendix A — if the T2 includes any level crossings	Appendix B — if protection has been placed on a stabled train	Appendix C — if a T2A (signaller only), T2D or T2T is being taken

Section 2 Authority Number

	Authority Number	Blockage taken at		Call back time	Blockage given up at	
		Time	Date		Time	Date
1						
Rows 2-10 are for use with a T2 only						
2						
3						
4						

Next

T4 Form example

Print COSS Pack.

Record of T4 Possession Arrangements

Date 28/09/2006 02:00:00

Arrangements to take the T4 Phone Shunter Manager on 01234

Name of Designated Person in Charge ----------

Name of Person Responsible For The Siding ----------

Siding To Be Protected ----------

1. WHERE THE WHOLE OF THE SIDING CAN BE CLOSED

1.1 Points Requiring To Be Clipped And Scotched ----------

1.2 Location Of Clips And Scotches ----------

---

2. WHERE POINTS ARE WORKED FROM THE SIGNAL BOX OR GROUND FRAME

2.1 Points Requiring To Be Clipped And Scotched ----------

2.2 Points Placed In Required Position By Signaller Or Ground Frame Operator

---

2.3 Location Of Clips And Scotches ----------

Back to Contents page

Summary of Change items included at this re-issue. (see number blocks on pages)

1) The planned date & time setting function button has been separated to provide option to input date using pop up calendar and free text time input (view screen)
2) Plan inputting screens amended to fit on screen without need to scroll down (view screen)
3) Facility to input a T2 item from WON to generate COSS and RT3181 forms. Input does not go to GZAC. Planners can stop inputting plans with description of work including (WON – not for daily list) (view screen)
4) Guidance text amended to reflect the facility for T2 WON (view screen)
5) Electric Control Room details now required. Telephone number of ECR included on COSS form if one is selected (view screen)
6) The drop down for Red zone + lookouts has been amended to included IWA (view screen)
7) Planners can now select different Authorising Managers from a drop down option to show who provided details for plan, as appropriate (view screen).
8) GZAC will now receive directly the contact name and phone number of the planner requesting T2 or T12 items
9) Facility to search by TMD, IMM and MDUM areas included (view screen)
10) Facility to search by specific ELR included (view screen)
11) Facility to search for All Green Zone, All Red Zone and each specific plan level included (view screen)
12) Bulletin Boards & Search outcomes fit page with toolbars visible without need to scroll down through page (view screen)
13) Core Planner Skills competence added to details at New User screen (view screen) Existing Users who then gain CPS can request update of their details using the Feedback tab.
14) Maps generated through Map-point now show plans for the next seven days ahead
15) All screen shots in manual updated to show current views

Return to Page 01